**Lake County Forest Preserve District**

**Field Work COVID-19 Protocols**

**To be Observed by all YCC Crew**

COVID-19 is a respiratory illness that can spread from person to person. The virus is thought to spread mainly through respiratory droplets when an infected person coughs, sneezes or talks. The best way to prevent illness is to avoid being exposed to the virus.

The following are a set of protocols and procedures for conducting work during the current global COVID-19 pandemic.

These mandatory practices are to be adhered to at all times (unless replaced or superseded by more stringent guidelines from health professionals/LCFPD), until the end of pandemic, as determined by County of Lake, State of Illinois, or Federal Government health officials, or when LCFPD Executive Director allow for reduced restrictions. These practices are provided to safeguard not only the health of individuals, but also to protect other employees, their friends and families, colleagues/partners, and the public.

First and foremost: IF YOU ARE EXPERIENCING SYMPTONS (COVID-19 Symptoms) DO NOT COME TO WORK. Please notify your supervisor/Director as soon as you are able and follow guidelines from LCFPD/health professionals before returning to work.

**Mandatory**

* All YCC members are required to cover their mouths with a face mask at all times. Masks will be supplied by LCFPD. If you prefer to wear your own mask, please notify your supervisor in writing.
* All tools must be clean before you use them and after you use them with either disinfecting spray or wipes

**General Safety and Hygiene**

* Do not report to work ill or if anyone in your home is ill. Notify supervisor of any illness
* Assume all surfaces outside the home are contaminated with COVID-19 virus particles
* Frequently wash hands with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based sanitizer with at least 60% alcohol
* Avoid touching eyes, nose or mouth
* Wash hands or use sanitizer before eating, drinking or smoking
* Wear a face mask, as currently required in Illinois
* Remain a minimum of 6 feet apart
* Practice good respiratory etiquette, including covering coughs and sneezes

**Vehicles and Transportation**

* No more than 1 person per vehicle
* All Crew Leaders (CL), Assistant Crew leaders (ACL) and Crew Members (CM) should meet separately at their designated work sites every morning and leave separately at the end of every day.
* If a gator is being used, ONLY either the CL or ACL should be driving by themselves. (CM are not allowed to ride in the gators)

**Field Protocols**

* All field staff shall wear a uniform, shirt, hat or other clothing articles that clearly indicates their status as district personnel
* All field staff shall practice social distancing and remain a minimum of 6 feet apart at all times
* A maximum of 10 personnel may be present at any job site at any given time
* **PPE** will not be shared
* Under some circumstances, two people might be required to complete a task together. This should only occur if both parties are wearing appropriate **PPE**, especially face coverings
* Reusable **PPE** shall be washed and/or sanitized at the end of the day at your home. All other items shall be disposed of properly at the end of each day/
* Tools or equipment will not be shared unless strictly necessary
* Any shared equipment must be cleaned and sanitized before and after each use
* Sanitize your hands frequently especially when removing work gloves.

**Preserve Users and General Public**

* Minimize contact with preserve users when in parking lots, on trails, and in other common areas
* Do not engage preserve users unless approached. Practice social distancing and be courteous if approached or asked questions

**Lottery Day**

* This year’s Lottery Day will be done virtually on Instagram and Facebook Live.
* All drawings will be recorded and posted for anyone who missed the live action.

**Crew Leader Training Week:**

* All Crew Leaders and Assistant Crew Leaders will meet outside the Operations and Public Safety Facility
* All training will be done outdoors or in large open spaces in order to keep proper distance between individuals
* PPE must be worn at all times and minim distance of 6ft will be kept whenever possible
* Tools and surfaces will be sanitized before and after each use.

**Crew Member Monday:**

* All crew members will meet at their designated site to meet their crew (crew members will not be meeting at OPS)
* Staff shall practice social distance and remain a minimum of 6 feet apart at all times

**Environmental Awareness (EA) Days**

* All EA Days will be spent on your designated crew site. These days you may have visitors coming but the group cannot be larger than 10.
* **PPE** must be worn the whole day.
* Staff shall practice social distancing and remain a minimum of 6 feet apart at all times.