



Kitsap County

Safety Officer Training

COVID-19 Protocols for
Volunteer Operations at Kitsap County Parks

Introduction

- COVID-19 safety officers are now required at work parties in Kitsap County Parks
 - [Kitsap County](#)
 - [State of Washington](#)
- Safety officer training is also required
 - Training on the COVID-19 safety protocols
- Safety officers for each stewardship group
 - Stewardship group leader (primary POC)
 - Experience facilitating volunteer work parties



KITSAP COUNTY COVID-19 SAFETY PROTOCOL FOR RESUMING PARKS VOLUNTEER OPERATIONS

COVID-19 SAFETY TRAINING AND PRE-SCREENING

Pre-screening of participants - All participants will be asked a set of health screen questions based on the latest CDC Guidance prior to participating in any activities. Any participant that answers "Yes" to any of the following will not be allowed to participate:

- Are you experiencing any of the following symptoms: Cough, shortness of breath or difficulty breathing?
- Are you experiencing at least two of the following symptoms: Fever, chills, shaking with chills, muscle pain, headache, sore throat, new loss of smell or taste?
- Is anyone in your household suspected or diagnosed with COVID-19?

"Sign-in and safety orientation" - All participants must sign a waiver form prior to the event that outlines the risks of volunteering, the steps being taken by Kitsap County to protect staff and volunteers and the safe behavior expected of them. All participants will receive an orientation to the safety protocols prior to the event. Any participant who does not follow the required safety guidance will be asked to leave.

Orientation should be documented and include discussion topics, attendees, and date completed. Periodic updates shall be provided as operations change, deficiencies are discovered, or State or Local jurisdictions make updates to their guidance and requirements.

Phase 2 Construction COVID-19 Job Site Requirements

Phase 2: All construction, including new work, is now allowed.

All construction, including those activities for which social distancing may not be maintained and the start of new construction projects, is authorized to resume. Adherence to the health and safety points below will be strictly enforced.

Prior to commencing work all contractors are required to develop for each job site a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a post-exposure incident project wide recovery plan. **The plan must also include a Job Hazard Analysis (JHA)**, including a list of engineering controls and proper Personal Protective Equipment (PPE), for all jobsite activities defined by Washington State Department of Labor & Industries (L&I) as medium and high transmission risk.

A copy of the COVID-19 exposure control, mitigation, and recovery plan must be available on each job site during any construction activities and available for inspection by state and local authorities. Workers must be trained on the safety protocols listed below before the activity begins.

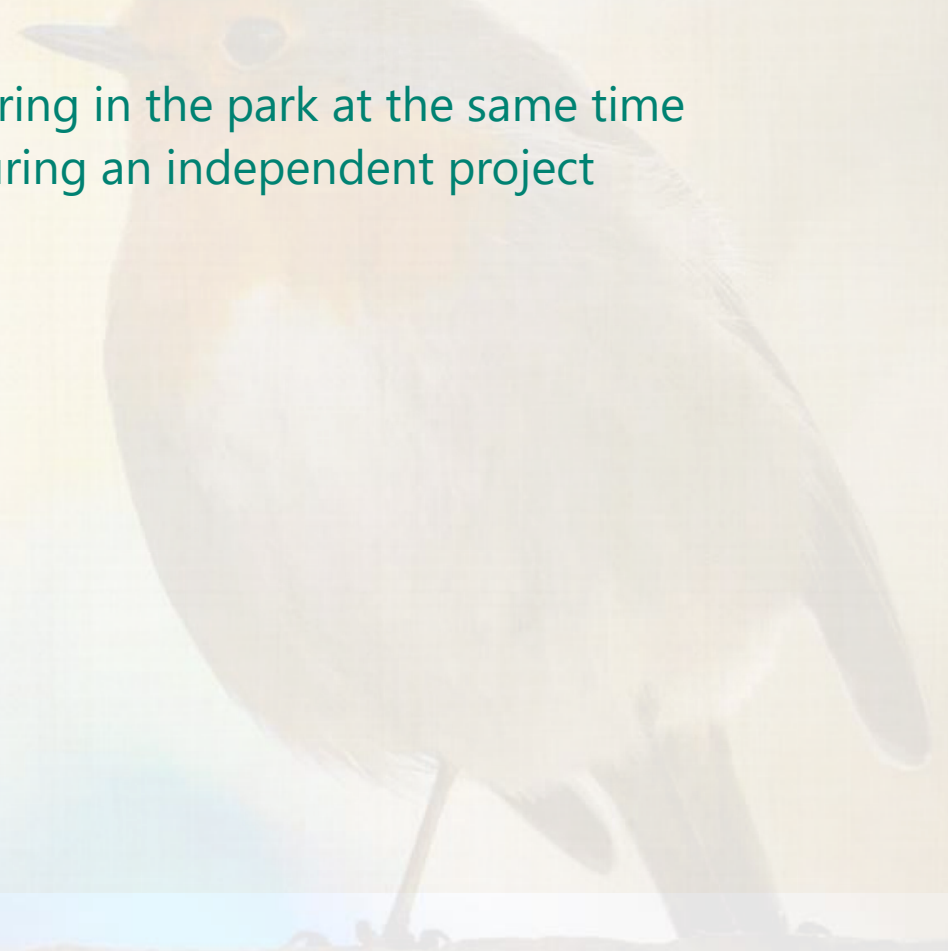
All contractors have a general obligation to keep a safe and healthy worksite in accordance with state and federal law and must comply with the following COVID-19 worksite-specific safety practices, as outlined in Gov. Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>. Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. Under RCW 49.17.060, "each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter."

Project Evaluation

- Can your stewardship group's project needs be completed outside of an organized work party?
 - Yes? Make it an independent project (1 - 2 people, or a family unit)
 - No? Consider postponing, will be funded in 2021 – especially if project requires close interaction within 6 feet
 - Still no? Follow current process and COVID-19 safety protocols for organized volunteer work parties.

Independent Projects

- These types of projects are preferred at this time
 - Current goal: limit congregating during Phase 2
 - Multiple individuals or pairs can be out volunteering in the park at the same time
 - Safety officers do not need to present on-site during an independent project
- Examples
 - Invasive species removal
 - Brushing trails
 - Chainsaw teams
 - Mowing crews



Requirements for Independent Projects

- Stewards need to be registered in the volunteer system
- Read [volunteer safety protocols](#)
- Complete a one-time [COVID-19 acknowledgement](#)

COVID-19 Volunteer Protocols Acknowledgment & Agreement

KITSAP COUNTY COVID-19 SAFETY PROTOCOL FOR
PARKS VOLUNTEER OPERATIONS

*All volunteers must read the full volunteer protocol document
before volunteering.*

Covid-19 Pre-Screening

Before attending any volunteer event you must ask
yourself these questions.

People answering "Yes" to any of the following will not be
allowed to participate.

- Are you experiencing any of the follow symptoms: Cough,
shortness of breath or difficulty breathing?
- Are you experiencing at least two of the following symptoms:
Fever, chills, shaking with chills, muscle pain, headache, sore
throat, new loss of smell or taste?
- Is anyone in your household suspected or diagnosed with
COVID-19?

I have read and agree to follow all the Covid-19 volunteer
guidelines as outlined by the Kitsap County Parks Department. By
signing below, I agree that I understand and consent to this
statement.

Yes No

Date

Name *

Stewardship Group

Submit

[Report Abuse](#) [Terms of Service](#)

Organized Work Parties



- Outdoor, limited to 5 volunteers (Phase 2)
 - Increases to 10 in Phase 3 (per current guidelines from Governor's office)
- Schedule with Parks Dept Volunteer Coordinator (2-week notice)
 - Details on scope of project
 - Meeting location
 - Start/end time
 - Safety officer
- Pre-registration for your event
 - Hosted by Dude Solutions
 - Same platform to be used for scheduling Zoom stewardship meetings
 - Accurate documentation of work parties is essential for compliance with public health guidance and county safety requirements (e.g. contact tracing).

How to Prepare for Work Parties

- [Sign up process](#)

- Registration will be “capped” at current maximum allowable attendees
- Includes COVID-19 pre-screening questions
- Includes a link to volunteer safety protocols
- Includes standard waiver (volunteer agreement)

- Check out a Safety Kit


- Provided by Parks Dept Volunteer Coordinator
- First aid kit
- Pump spray sanitizer (tools)
- Hand sanitizer
- Hand washing station: water jug w/ hand soap
- Documentation: safety protocols, safety checklist


- Confirming attendees


- List will be shared with safety officer 24 hrs before the event
- Trained safety officer must be present on-site

Harper Park Work Party

[Back to Events](#)

 Friday, July 24, 2020
1:00 PM - 3:00 PM (PT)

 Harper Park
3500 SE Southworth Drive
Port Orchard WA 98366

 Kitsap County Parks
(360) 337-5350
parks@co.kitsap.wa.us

Join us Friday, July 24th from 9 am - 11 am for volunteering out at Harper Park! Focus will be on invasive species removal and trail maintenance. Meeting point will be the main parking lot.

Please read [these Kitsap County Parks volunteer safety guidelines](#). Each volunteer needs to bring their own gloves and a cloth face covering.

Volunteer Agreement

I have read and agree to volunteer for the above Project. I understand that the activities involved with the project may contain an element of hazard or risk. I recognize the inherent danger involved and take full responsibility for my actions and physical condition. I agree to indemnify and hold Kitsap County and any cooperating agencies involved in the activities and any of their agents, officials or employees free and harmless from any liability, loss, cost or expense including attorney fees which may result from participation in these volunteer activities. I authorize that all necessary first aid steps may be taken as prescribed by qualified personnel. I grant full permission to use any photographs, videotapes, recording or any other record of this program for publicity purposes. I have read and agree to follow all the Covid-19 volunteer guidelines as outlined by the Kitsap County Parks Department. By signing below, I agree that I understand and consent to this statement.

Covid-19 Prescreening Questions

Before attending any volunteer event you must ask yourself these questions: (1) Are you experiencing any of the follow symptoms: Cough, shortness of breath or difficulty breathing? (2) Are you experiencing at least two of the following symptoms: Fever, chills, shaking with chills, muscle pain, headache, sore throat, new loss of smell or taste? (3) Is anyone in your household suspected or diagnosed with COVID-19? **People answering “Yes” to any of the questions will not be allowed to participate. Check box if answer is “no” to all three required COVID-19 pre-screening questions.**

Parent/Guardian Consent Form

If volunteer is a minor, parent/guardian please follow [this link](#) to our individual volunteer agreement. A minor permission form must be on file prior to volunteering.

Responsibilities @ Work Parties

- Review the tailgate safety checklist before work begins
 - Including COVID-19 volunteer safety protocols (summarized)
 - Verbal confirmation on pre-screening questions
- Personal protective equipment (PPE)
 - Cloth masks are required if working within 6 feet
 - Gloves are required, appropriate for the task
 - Volunteers bring their own masks and gloves
- Encourage social distancing
 - 6 feet of separation
 - Mitigate where and when workers typically congregate

Kitsap County Parks Tailgate Safety Session and Tool Checklist

Overview:

Safety, Fun, Work

Ensure all volunteers sign "Volunteer Agreement and Roster Sheet"

Review project goals, specifications, and type of work

Explain any project-specific hazards -Volunteers will not pick up Needles.

Emergency Preparedness:

Review cell phone coverage for emergency calls

Identify location of the first aid kit

Medical conditions (e.g. epi-pens, heart meds, inhalers, diabetes)

Personal Protection Equipment:

Sturdy shoes, gloves

If appropriate: Hard hat, eye, ear, long sleeves, long pants, chaps

Tool and Safety Talk:

Explain the correct use of each tool

Explain proper lifting technique

Carrying tools on the downhill side, sharp edges down, not over the shoulder

Store tools on up-slope side of the trail

Stay 10 feet from other volunteers with tools

Ask permission to pass

Keep track of each other

Don't overwork, take breaks

Sun protection/rain gear?

Bathroom:

Location of nearest bathroom

If none available, Dig hole 6" deep at least 200' from water

Tools	Qty at Start of Project	Qty at End of Project
Weed Wrench		
Pointed Shovel		
Flat Shovel		
Pitch Fork		
McLeod		
Hand Clippers		
Regular Loppers		
Extend Loppers		
Ratcheting Loppers		
Pruning saw		
Folding saw		
Bow saw		
Adze Hoe		
Pick Mattock		
Pulaski		
Rock Rake		
Spring Rake		
Rock Bar		
Wheel Barrow		

Questions:

Safety Officer Signature: _____ Date: _____

Responsibilities @ Work Parties



- Sanitation and cleanliness

- Set-up and use portable handwashing station (water cooler and hand soap)
- Make hand sanitizer available for volunteers (at least 60% ethanol)
- Wash/sanitize hands frequently
- Do not touch face with unwashed hands or with gloves
- Cover your mouth and nose when coughing or sneezing using elbow (not hands)
- Wash/sanitize high touch surfaces (tools, machines, vehicles, equipment)

- Cleaning and safety procedures

- Safety officer will assign volunteers specific tasks and locations at job site to maintain social distancing.
- Volunteers must step off trail to allow hikers to pass while maintaining 6 feet of distance.
- **No tool sharing** - All participants bring and use their own tools or borrow tools for the entire day.
- Any county owned tools must be wiped down and sanitized at the end of the day.
- No sharing of food and beverage

Responsibilities Following Work Parties



- Confirm those that pre-registered attended
 - Relay any roster changes to volunteer coordinator
- Return safety kit and send any relevant paperwork
 - Signed copy of safety checklist
 - Incident reports/after actions
 - Any items used within safety kit – for inventory/restock

Emergency Response

- Any individuals injured while volunteering within the parks will be treated based on potential close contact and risk of exposure to response staff.
- All suggested PPE will be observed during field emergency, minimizing contact and risk of virus exposure. First aid kit includes...
- If further qualified medical assistance is needed, safety officer(s) will contact the appropriate emergency medical services immediately.

Looking Ahead

- Updated guidance from county, state, federal resources
 - Parks Dept Volunteer Coordinator will communicate updates, as needed
- Emergency Action Plans
 - Written procedure for each stewardship group
 - Building out a template
 - Review annually along with work plan (site specific considerations)
- First Aid and CPR training
- Safety Officer Corner

Thank you!

- Thank you for your time to complete this training!
- Thank you for stewarding our Kitsap County Parks!
- Q/A
- If you have questions about the information presented here, please contact Kitsap County Parks
 - (360) 337-5350
 - parks@co.kitsap.wa.us