



*The City of Seattle continues to work hard to protect the Safety and Health of its employees. This plan is designed for your protection while engaging in designated or assigned work related to the City of Seattle's sites per Labor and Industries Guidance for Preventing COVID-19; Governors' Mandates; Seattle Mayor Mandates; Center for Disease Control (CDC); Department of Public Health (DOH and PHSKC); and [Washington States Guidelines for Volunteers and Volunteer Organizations during COVID-19 outbreak in Washington](#) (1/11/2022 update).*

## **Background**

This document outlines the protocols and guidelines for safe implementation of the Green Seattle Partnership (GSP) in light of the ongoing COVID-19 pandemic. This information is applicable to events and programming led by partner organizations, volunteer Forest Stewards and Seattle Parks and Recreation staff outdoors at Seattle Parks and Recreation facilities.

Participants are encouraged to decide if leading or participating in Green Seattle Partnership activities is appropriate for them based on their own health decisions and the health of their immediate community. Partner organizations contracted for community engagement work on behalf the Seattle Parks and Recreation will ensure that these protocols and guidelines are included and/or referenced in their safety protocols.

## **General Guidelines for Outdoor Events**

- **Event Size** - There is no event size limit for outdoor events. Instead, event leads are encouraged to limit events to 50 people or less, provided lead to participant ratios are at least 1:10 to allow for close supervision and safe programming. Events larger than 50 participants are possible but require logistics review with a GSP Plant Ecologist and potentially an event-specific safety plan.
- **Event Duration** - There is no event duration limit for outdoor events. Instead, event leads are encouraged to host shorter events or offer 2-hour shifts.
- **Vaccination Status** - All volunteers and program participants, 12 years and older, are required to be vaccinated in order to participate in SPR (or SPR contracted) volunteer events or programs, including outdoor volunteer events. As most GSP events are not staffed with City employees we are asking participants for voluntary compliance.
- **Health Screening** - Health screenings are not required to be administered at the start of the event. Event leads will continue to encourage participants to monitor their health conditions before attending an event and will encourage participants to stay home if they are experiencing any of the following symptoms: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, new loss of smell or taste. A health screening sign will be posted with registration information at the event.
- **Volunteer Registration** - Participants are encouraged to pre-register and agree to waiver language prior to the event using the GSP online registration system, CEDAR. During the event, registration materials including clipboards, pens and surfaces will be sanitized frequently.
- **Distancing** - All participants shall maintain 6-foot distancing from other participants (outside of their household) or other park users at all times. Leads should consider the following to ensure safe distancing:
  - Work areas need to be spread out with ample space to maintain distance between individuals/households.
  - Avoid hosting volunteer events during peak hours of park use, depending on the site.
  - Consider how to eliminate time during the event where people gather in one space (e.g. welcome area, mulch pile, etc.).
- **Face Covering** - The [COVID-19 Face Covering Policy for City of Seattle Executive Department Employees, Contractors/Vendors, Volunteers and Visitors to City Facilities](#) (Updated on March 7, 2022) outlines the policy and exemptions for face coverings.
  - GSP will continue to provide disposable masks for participants. Event leads can request masks from GSP via email or CEDAR. All participants are encouraged to arrive to the event



- wearing masks. If they do not have a mask, a disposable mask will be available if they chose to wear one.
- Although not required, we continue to encourage all participants to arrive wearing a face covering, and keep it on during event introductions, when assisting other participants with tasks, during clean up and in any other scenario where 6-foot distancing cannot be maintained. Masks may be removed during work activities where participants are spread out and able to maintain at least 6-foot distancing.
  - **Sanitation** - Common sanitation practices are still an important part of limiting the spread of COVID-19. Events leads are required to support sanitation efforts, including:
    - GSP will continue to coordinate delivery of sanitation supplies through direct email request or as part of CEDAR requests.
    - Provide hand sanitizer that is alcohol-based and contains at least 60% alcohol to effectively kill the virus. Hand washing stations are not required, but where feasible, event leads should direct people to comfort stations with soap and water in addition to having hand sanitizer available.
    - Tool handles should be sanitized before transferring between program participants. Tool sanitation is not required when the interval between use exceeds 7 days. Use disinfectant wipes/cleaner with greater than 70% alcohol and ensure there is one minute or more contact with the surface when cleaning tools, vehicles, and other surfaces to properly kill virus which may be present.
  - **Gloves** – All staff and participants must wear gloves while handling tools and accomplishing restoration activities.
  - **Food** - Providing food requires thoughtful adherence to the sanitation requirements listed above.
  - **Hydration** - Hydration during events is always encouraged and a minimum of 10-foot distancing is encouraged for people to drink with their masks off.
  - **Bathrooms** - Both sani-cans and access to comfort stations are allowed at this time.

### Frequently Asked Questions

1. *Do I need to develop a site-specific Safety Plan?*  
No, not unless the programming you are leading diverges from the common Green Seattle Partnership event format described above.
2. *Can I take off my face covering when working away from others?*  
Yes, but face coverings are encouraged when 6-foot distance cannot be maintained.
3. *Can we continue doing site visits?*  
Yes, all participants will be encouraged to wear a face covering unless 6-foot spacing can be maintained during the site visit.

### Communications Plan

- **Website** – information will be provided for the public at: <https://greenseattle.org/get-involved/volunteer/>.
- **Monthly Mulch** –Forest Stewards and partner organization staff will receive updates and reminders in the Monthly Mulch, a monthly email for event leads.
- **Social media** – an update on COVID-19 guidelines for GSP events will be prepared for GSP social media channels.
- **Pre-event Communication** – Participants receive confirmation and reminder emails once they register for an event. These communications will be updated to include protocol reminders.
- **Event Signage** – the following sign will continue to be posted at GSP events, provided to leads by request on CEDAR or via email, or as part jobox deliveries this fall.



# WORK EVENT IN PROGRESS

**Please do not to approach**

We are taking precautions to reduce the spread of COVID-19 so that we can undertake some critical forest restoration work. If you are interested in participating or learning more, please visit [www.greenseattle.org](http://www.greenseattle.org) or email [info@greenseattle.org](mailto:info@greenseattle.org)



**Seattle**  
Parks & Recreation



- **Health Checklist** – the Entry Point Checklist document (next page) will be printed and posted with registration information.



## ENTRY POINT CHECKLIST:

### PLEASE READ AND REVIEW THESE QUESTIONS LISTED BELOW WHILE YOU ARE WAITING TO BE SCREENED FOR ENTRY/WORK

A. Do you have any of these symptoms that are not caused by another condition?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| ▪ Fever or Chills                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Cough  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Shortness of Breath or Difficulty in Breathing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Fatigue  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Muscle or Body Aches                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Headache                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Recent onset of loss of taste or smell         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Sore Throat                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Congestion                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Nausea or vomiting                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Diarrhea                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

B. If you are not fully vaccinated, have you been in close contact with anyone with COVID19 in the past 14 days? Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask (i.e., being coughed or sneezed on).

C. Have you had a positive COVID-19 test for active virus in the past 10 days?

D. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

**If you answered yes to any of the above questions please step away from this entry point and return to your vehicle.**

If you are a **SPR employee or ARC employee**, please step away from this entry point and call your supervisor/lead from your vehicle. They will instruct you of your options. You might be experiencing some COVID 19 symptoms, and we would like to protect you and your co-workers.

If you are a **participant, vendor or visitor** and have read the screening questions A through D and answered yes to any of them you will not be allowed access to this site. Please call your contact person to notify and reschedule your appointment.



## Resources

- [FAS – link](#) to Safety Protocols in City Facilities and signage for posting
  - o Self-Assessment
  - o Face Covering Required
  - o Wash Your Hands
  - o Cover Up
- [SHR – link](#) to COVID-19 Face Covering Policy for City of Seattle Executive Department Employees, Contractors/Vendors, Volunteers and Visitors to City Facilities
- Ordering PPE – [Emergency Management Link](#)
- Department of Labor and Industries
  - o [L&I Requirements and Guidance for Preventing COVID-19](#)
  - o [Q&A Reporting and Notification Requirements of HELSA and PPE Usage](#)
  - o [DOSH Directive 1.70](#) – General Coronavirus Prevention Under Stay Safe – Stay Healthy Order  
Updated: September 15, 2021
- Department of Health
  - o Requirements and Guidance to Mitigate COVID-19 Transmission in K-12 Schools, Child Care, Early Learning, Youth Development, and Day Camp Programs ([DOH 821-165 updated 3/7/2022](#))
  - o [Safety Cleaning and Disinfection Guidance for Public Spaces](#)
- [SPR Safety and Health SharePoint site](#)
- Centers for Disease Control and Prevention
  - o [Cleaning and Disinfecting Your Facility](#)
  - o [How to Protect Yourself and Others](#)
- [Public Health – Seattle & King County – link](#) to COVID-19 Information and Resources