

COVID-19

ASP Volunteer Hosting Protocols and Guidelines

ASP takes your safety very seriously and strives to minimize the risk of infection of COVID-19 to volunteers, families, staff and community members. To this end, we have devised the following protocols to be utilized during volunteer hosting activities. However, all risks cannot be eliminated, and individuals understand they are participating at their own risk.

COMMON SYMPTOMS OF COVID-19

- Fever or chills
- Cough
- Shortness of or difficulty breathing
- Headache
- Fatigue, muscle/body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting or diarrhea

PRESCREENING & PARTICIPATION PREP

- Volunteers, staff, and homeowners who are sick, exhibiting symptoms, currently diagnosed, or have not fully recovered from diagnosis cannot participate with ASP and should remain isolated from others.

VOLUNTEERS:

- The ASP environment presents a risk for the spread of infectious disease. Please plan accordingly. **ASP highly recommends that every eligible person be vaccinated before participation.**
- All volunteers must submit a [COVID-19 Self-Screening and Verification Form](https://asphome.org/COVID/) (<https://asphome.org/COVID/>) to their Trip Coordinator on the day of departure for ASP. The Trip Coordinator will ensure all participants are cleared for travel and verify results with the staff.
 - Volunteers are asked to track symptoms and contacts for at least **10 days prior to departure**.
 - Those over the age of 65 and/or determined as higher risk by the CDC are **REQUIRED** to be fully vaccinated at least **14 days prior to departure**.
 - CDC explanation of higher risk health conditions:
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>
 - All volunteers must verify negative test results within **4 days prior to departure**. **UNLESS** they have been vaccinated or recently (within 90 days) recovered from COVID-19. **PCR test**

should be used unless absolutely unavailable.

- For the health and safety of all ASP participants, we ask for honest assessment. When in doubt, please delay participation with ASP.
- Volunteer groups from highly infected locations may experience travel restrictions (to be determined closer to date of service). ASP will abide by local state/county travel restrictions when hosting volunteers. Volunteers should check their state guidelines for travel to ensure they can comply with any travel restrictions and/or quarantine guidelines upon return.

STAFF:

- All ASP staff will be vaccinated unless given valid exemption. Those in high-risk categories are **REQUIRED** to be vaccinated.
- ASP field staff who are unable to be vaccinated will be tested for COVID-19 regularly and anytime symptoms/exposure are suspected.

HOMEOWNERS/FAMILIES:

- Homeowners have been notified that ASP will prioritize work on homes in which all adults have been vaccinated. Verification of vaccination will be required.
- Homeowners continually self-screen using ASP's self-screening tool. If any resident shows a result dictating delaying participation, ASP will delay work on the home until all residents are recovered and the worksite is safe for visitors.
- Homeowners are asked to disclose any health changes or concerns with staff immediately and work may be suspended until that homeowner has fully recovered and is symptom free.

HAVE A CONTINGENCY PLAN!

- Create a plan of action if a member of your group needs to quarantine or isolate due to exposure or diagnosis. It will be the responsibility of each group to safely transport and care for an affected individual. Consider:
 - Where would you stay if needing to vacate an ASP center?

- Who would be responsible for those that need to return home and those that continue with ASP?
- Who can safely travel with the affected individual if needed?
- What transportation is available?
- To limit exposure, ASP suggests that volunteers create “cohorts” of 10 or less people for travel to and from ASP and for sleeping assignments if feasible. Try to keep each cohort separated from others as much as possible. Adhere to strict COVID protocols when with other cohort members- including when commuting and serving as a work crew.

TRIP COORDINATOR RESPONSIBILITIES

- Communicate these guidelines in detail to volunteers and reach out to ASP if you have any questions.
- Communicate the importance of limiting risky behavior before and during your trip. Avoid crowds, inside dining, mask-less interactions, other travel, etc.
- Consider logistics for a speedy evacuation of an individual or group if isolation/quarantine is required. ASP is unable to take responsibility for volunteers who need to be transported off campus.
- Know the travel restrictions to and from your location.
- Consider adding an oximeter to your first-aid kit should someone become ill and need monitoring.
- **The Trip Coordinator is responsible for collecting signed COVID-19 Self Screening and Verification Forms from EACH volunteer on your day of travel and verifying each person’s suitability for participation. Confirmation will be submitted by the Trip Coordinator online through the “Pre-Trip Communication Form” and verbally during check-in upon arrival at the center. You will not need to submit the signed verification forms to ASP, just maintain them for your own records.**

PREVENTION

- ASP staff will be trained on the prevention protocols outlined in this document and will provide education about safety procedures to volunteers through training, printed materials, and/or signage.
- An outside cleaning crew will sanitize common spaces and high-touch areas with EPA approved disinfectants while volunteers are on site and between volunteer groups.
- Volunteer delegated chores will include additional disinfection procedures with EPA approved disinfectants.
- ASP will provide supplies at the center: disinfectants, antibacterial hand soap, alcohol-based hand sanitizer, paper towels, and digital touch-free thermometers.

- Volunteers and staff should work together to ensure hand-washing soaps and sanitizers are replenished as needed.
- Volunteers should plan to equip their first-aid kits with thermometers, antibacterial wipes, hand sanitizer and N-95 face masks to supplement ASP’s inventory while on site. EACH volunteer should bring plenty of CDC approved cloth or disposable masks to wear.
- All volunteers, staff, and homeowners should communicate IMMEDIATELY if they are experiencing any symptoms.
- All volunteers will sign a COVID-19 disclosure and liability release before participation with ASP.
- Staff and volunteers will conduct DAILY temperature checks and symptom screenings for all volunteers. Symptom screening questions:
 1. Temperature $\geq 100^{\circ}\text{F}$? (Thermometer check)
 2. Are you experiencing any COVID-19 symptoms?
 3. Do you think you have been exposed?
 - Anyone with an affirmative answer to any one of these questions will need to enter isolation and/or quarantine procedures.
- ASP will adhere to state and local mandates for gatherings.
- Center hosting capacity will be limited to allow for social distancing guidelines.

PERSON-TO PERSON INTERACTION AT ASP

COVID-19 transmission occurs via small droplets from the nose or mouth of an infected person during cough, sneeze, talk, sing or exhale.

PHYSICAL DISTANCING

- Maintain a 6-foot distance between yourself and others whenever possible.

MASKS

- Masks are REQUIRED be worn while inside ASP buildings except while sleeping, eating and showering.
- Masks must be worn anytime 6-feet of distance is unattainable including while outdoors and while riding in vehicles. It is recommended to open windows when riding in vehicles.
- Volunteers must provide their own CDC approved cloth masks or daily disposable masks for use while participating at ASP. ASP will provide masks for use while on site, but volunteers will need to bring their own to supplement ASP’s inventory.
- For the protection of the families we serve, other volunteers, and our staff, volunteers who are unable or unwilling to wear a mask for any reason MUST delay their participation with ASP until it is safe to gather without a mask.
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SLEEPING AND SHOWERING ARRANGEMENTS

- Sleeping rooms will be arranged to allow for CDC and American Camp Association (ACA) recommended distance between participants (at least 6' distance between the faces of sleeping volunteers). Volunteers are asked to arrange beds to sleep individuals head to toe AND provide at least 4' between beds.
- Showering times and facilities may be arranged to limit the number of users. Disinfectants will be available for volunteer use on showering facilities.
- Volunteers are encouraged to bring box-fans to assist with air circulation. Fans should be arranged to blow air out a door or window if possible.
- When possible (if allowable by facility, if center security can be maintained, etc.), doors and windows should be opened periodically to allow for fresh air flow and circulation in the building.
- Sleep and rest are important for health- please take time for rest and respect "lights out" time for others.

BEHAVIOR GUIDELINES

- Monitor and enforce healthy hygiene habits: Wash hands frequently and properly, Use alcohol-based hand sanitizer often, shower daily, Etc.
- If needed, cough or sneeze into a tissue or the sleeve of your arm.
- Do not share food, utensils, drinks, etc.
- Minimize touching your face or other people.
- While in the community, maintain social distancing and mask guidelines and limit the number of people inside a local business.
- ASP volunteers will abide by state and local mandates for mask wearing and social distancing. Staff will inform volunteers of local guidelines upon arrival.
- Remember, ASP volunteers are often guests in a community- please show extra sensitivity to limit the likelihood and perception of spreading COVID-19.
- When possible, limit interaction with other participants to cohorts of 10 or less people.
- If placed at a center with volunteers from other groups, limit interaction with those groups.
- Singing must be done outside and only if 6' distancing can be maintained.
- **Masks may be removed when outside and 6' distancing can be maintained.**

FOOD SERVICE

- Food procedures will comply with ServSafe guidelines and state/local health department regulations.
- All participants should wash their hands and/or use hand sanitizer before entering the dining area.
- All kitchen surfaces should be disinfected before and after food service.

- Additional kitchen chores include disinfection of all touched surfaces: counter tops, equipment, cabinet and fridge handles, dishwashing controls/handles, plumbing fixtures, door handles, etc.
- Industrial dishwashers will utilize approved bleach-based detergents. Centers without an industrial dishwasher will utilize the health-department approved 3-sink method and bleach-based detergents for sanitizing dishes.
- Mealtimes may be staggered to limit the number of people eating in a cafeteria at one time to allow for 6' distancing.
- Food will be plated instead of served buffet style to minimize contact with individuals.
- All servers and cooks will wear gloves and masks while handling food.
- Only food that has not been served on a plate can be stored and served again as leftovers.
- Lunch sandwiches will be prepared by ASP staff and individually wrapped. Condiments will be disbursed in individual packets.

ON SITE/PROJECT PLANNING

- Staff will communicate COVID-19 protocols, expectations, and procedures to homeowners. Homeowners will sign a COVID-19 disclosure and liability release and agree to comply with all protocols before work commences.
- Interaction with all homeowners needs to be socially distanced and conducted outside the home. DO NOT ENTER a home unless necessary or if staff has approved a "safe to enter" project. Bathroom usage should be planned off site whenever possible. Please do not use the restroom inside a worksite home, even if invited to do so.
- Work scopes should be planned to have a "good stopping point" EACH DAY in case a group is unable to return for any reason.
- Exterior projects will be prioritized unless a "safe to enter" project has been approved.
- When possible, projects will be limited to 10 volunteers per site.
- When feasible, maintain a 6 ft distance from others while working. If social distancing is not possible, masks are required to be worn on sites.
- Tools and equipment should be sanitized between uses. Volunteers should avoid sharing tools if possible.

IN CASE OF INFECTION

If someone is EXHIBITING SYMPTOMS of COVID-19:

- Staff should be notified right away if any individual is exhibiting COVID-19 symptoms.
- Arrangements will be made to immediately isolate that person from other individuals while further assessment and/or treatment is obtained by the affected person.
- Staff will have a dedicated area on campus for isolating sick individuals from others until off-campus arrangements can be made.
- If the patient is under 18, a parent or guardian must be notified of their condition and updated on response procedures.
- Professional medical opinion must be sought by the affected individual (tele-health or clinic visit).
- If indicated, the symptomatic individual(s) must arrange to recover off campus and/or be transported to a healthcare facility.
- If the person needs to be transported to a health care facility, call ahead to notify them that the person is exhibiting symptoms of COVID-19.
- Individuals with symptoms should be tested for COVID-19 and follow current CDC/local Health Department guidelines for isolation, treatment, contact tracing and/or other recommendations.
- If a homeowner is exhibiting symptoms, the individual should immediately isolate and follow professional health recommendations. ASP participants should be immediately removed from the site and assess contact tracing with the symptomatic person. If an ASP participant has come in contact with a symptomatic person, they should follow the procedures for such instances.
- When in doubt, ASP will assume a positive COVID-19 diagnosis and follow the appropriate protocols.
- ASP will conduct contact tracing with other ASP participants, as necessary.

If someone TESTS POSITIVE while participating with ASP:

- Staff should be notified right away if any individual has tested positive for COVID-19.
- Arrangements will be made to immediately isolate that person from other individuals while further assessment and/or treatment.
- Staff will have a dedicated area on campus for isolating sick individuals from others while off-campus arrangements are made.
- If the patient is under 18, a parent or guardian must be notified of their condition and updated on response procedures.
- Professional medical opinion must be sought by the affected individual (tele-health or clinic visit).

- Infected individual(s) must arrange to recover off campus and/or be transported to a healthcare facility.
- If the person needs to be transported to a health care facility, call ahead to notify them that the person has tested positive for COVID-19.
- If a homeowner tests positive for COVID-19, the individual should immediately isolate and follow professional health recommendations. ASP participants should be immediately removed from the site and assess contact tracing with the infected person. If an ASP participant has come in contact with an infected person, they should follow the procedures for such instances.
- ASP will conduct contact tracing with other ASP participants, as necessary.

If someone COMES IN CONTACT WITH a confirmed or suspected case of COVID-19:

- “Close contact” is defined by the CDC as someone who has been within 6 feet of an infected person for a least 15 minutes within a 24-hour period starting 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection).
- Staff should be notified right away if any individual has come in close contact with a suspected or confirmed case of COVID-19.
- If the exposed individual has been vaccinated, they do not need to isolate from others unless symptoms arise but should not maintain contact with the COVID-19 case.
- If the exposed individual has NOT been vaccinated:
- Arrangements will be made to immediately isolate that person from other individuals while further assessment and/or treatment is obtained.
- Staff will have a dedicated area on campus for isolating sick individuals from others until off-campus arrangements can be made.
- If the patient is under 18, a parent or guardian must be notified of their condition and updated on response procedures.
- Professional medical opinion must be sought by the affected individual (tele-health or clinic visit).
- If indicated, the affected individual(s) must arrange to quarantine off campus.
- Person should follow CDC recommended quarantine procedures.
- ASP will conduct contact tracing with other ASP participants, as necessary.

If a STAFF MEMBER exhibits symptoms, tests positive or is exposed to COVID-19:

- Staff will immediately isolate for further assessment and medical advice will be sought.
- If indicated, staff member(s) will continue to isolate or quarantine in a secluded part of the center or off site until it is safe to return.
- Staff will notify Group Leaders of their need to isolate or quarantine and the procedures moving forward.
- Staff who have been vaccinated will not need to continue isolation, but will obtain a COVID-19 test as an extra precaution before a new group arrives at the center and if symptoms arise.
- If needed, replacement staff will be deployed to the center. Until the new staff arrives, Group Leaders will be solely responsible for ASP's presence in the facility and should continue to enforce all rules and expectations.

Clean and Disinfect:

AFTER ANY CONFIRMED OR SUSPECTED CASE

- Close off areas used by a sick person and do not use until the area has been cleaned and disinfected with EPA approved disinfectant by a person wearing appropriate PPE.
 - Wait as long as possible (preferably more than 24 hours) before cleaning and disinfecting exposed areas and surfaces.

COMMUNICATION

- The Volunteer department will communicate guidelines and procedures to volunteers via the ASP website, phone and/or email communication prior to a scheduled trip.
- ASP's COVID-19 webpage: <https://asphome.org/COVID/>
- Guidelines and answers to frequently asked questions will be posted on the site listed above.
- Field staff will communicate with Trip Coordinators via phone and/or email about any additional or unique procedures/considerations for their specific center.
- Staff will provide an orientation for volunteers upon arrival that will review basic COVID-19 protocols and address any Center specific procedures.
- Staff will post signs throughout the center reminding participants of healthy behavior, expectations, and protocols. Signs may include:
 - *Building Entry Symptom Check* Sign at the entrance of all buildings
 - *Hand Washing Reminder* at all sinks/bathrooms and handwashing stations.

- *ASP Volunteer Hosting Protocols Quick Guide* in common areas, near dorm rooms and visible at the worksite.
- General Announcement- how to protect yourself and others from COVID. In common areas and near dorm rooms.
- *Sleeping Area Guidance* in volunteer sleeping quarters.
- These Volunteer Hosting Protocols will be a part of the family folder information.
- Opportunities for feedback are available. Please bring any concerns to the staff so we can address issues quickly and maximize safety.

OTHER

- Due to the evolving nature of this virus, regional impact, and ever-changing recommendations, these procedures are subject to change depending on the individual circumstances at each center or among changing recommendations from the CDC, WHO, and/or local or state Health officials. If needed, additional specific field guidelines will be given closer to your time of service.
- We know that participation in ASP at this time is an individual and personal choice. We will work with volunteers to provide options should they choose to cancel or delay their volunteer experience to a later date.

REFERENCES

- ASP has engaged an advisory council of medical professionals for advice and recommendations on protocols for prevention and response.
- CDC Suggestions for Youth and Summer Camps: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>
- American Camp Association Field Guide for Camps: <https://www.acacamps.org/resource-library/coronavirus/camp-business/field-guide-camps>
- EPA Registered Disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- CDC Guidance for Caring for Oneself or Others Who Are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
- CDC Guidance for vaccinated individuals: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>