



COVID-19 Policy & Guidelines

The following guidelines were approved by the Board of Directors of the Pennsylvania Parks and Forests Foundation on May 19, 2020.

The guidelines are designed to keep PPF staff and volunteers safe and in compliance with Center for Disease Control (CDC) and Pennsylvania Department of Health Safety Guidelines (PA DOH).

These following guidelines are not mutually exclusive and are subject to change pending the circumstances. Prior to entering the field, please refer to the Pennsylvania Department of Conservation and Natural Resources Alerts Page for the latest developments regarding COVID-19.

<https://www.dcnr.pa.gov/Pages/AlertDetails.aspx>

Background

COVID-19 is the disease resulting from a 2019 novel member of the coronavirus family and is transmitted through respiratory droplets and possibly smaller aerosolized particles when an infected person speaks, coughs, or sneezes. There is currently no vaccine to prevent COVID-19. The droplets spread through the air (usually within about 6 feet) and can land on another person's mouth or nose, or possibly be inhaled into their lungs, infecting them. In the case of aerosolized particles, these are small enough to remain suspended in air for some time (some studies are showing ½ hour and possibly longer), where they can become inhaled and cause infection to spread.

Droplets can also settle on nearby surfaces like a desk, table, counter, keyboard, doorknob, etc. where they can survive for hours to days depending on the surface. A person can become infected by touching a contaminated surface, then touching their mouth, nose, or eyes.

Symptoms include fever, cough, and shortness of breath – similar to influenza or a bad cold. Additional information about coronavirus symptoms can be found on the CDC website. The CDC believes at this time that symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure.

Precautions

- Clean your hands often: wash your hands with soap and water for at least 20 seconds or use hand sanitizer containing at least 60 percent alcohol, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick. Avoid sharing personal household items.
- Don't share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. Wash thoroughly after use: After using these items, they should be washed thoroughly with soap and water.

All volunteers and employees must wear a mask when in presence of others.

Physical distancing is required

Until the number changes, groups of volunteers or attendees at a program must be less than 25 people

Do not come to work or to volunteer if within the past 14 days you:

1. Tested positive for COVID-19
2. Have or had symptoms of potential COVID-19 infection, including:
 - a. Fever of 100.4 degrees or higher
 - b. Cough
 - c. Shortness of Breath
 - d. Fatigue
 - e. Sore Throat
 - f. Headache
 - g. Nausea/Vomiting/Diarrhea
 - h. Loss of Taste or Smell.
3. Have been in close contact (within 6 feet) with someone who has exhibited symptoms of potential COVID-19 infection or has been tested positive for COVID-19.
4. You, your family, or a close contact have traveled outside the continental US or into Domestic COVID-19 "hot spots" such as Philadelphia, New York City, Detroit, New Orleans, and so on.

In the event of a possible COVID-19 exposure or diagnosis, take these steps:

1. Contain the exposure by immediately separating the individual from others and send him/her home.
2. Identify and quarantine (close-off and prevent access to) any area(s) he or she may have been.
3. Notify the park manager/district forester/supervisor,
4. Notify others onsite – especially those who may have been in close contact (within 6 feet) of the individual. *NOTE – The Individual may NOT be identified.*
5. In the event of any COVID-19 symptoms, any of these individuals shall stay home and away from the park property until symptom free for full 72 hours (3 days) without the use of fever reducers.

If you have travelled out of the country or into a domestic COVID-19 hot spot, you must self-quarantine for 14 days upon return and be released from a physician to return to work/volunteerism.

If any employee or individual who has been on site within the past 14 days test positive for COVID-19:

1. Anyone who had close contact (within 6 feet) with the COVID-19 individual will need to go home and self-quarantine for next 14 days.
2. Areas the individual came in contact with must be closed off, cleaned, and, where possible, ventilated for 24 hours. When ventilating the area, open doors and windows and avoid blowing air into unaffected occupied areas.
3. Clean and/or quarantine – A decision will need to be made as to where the entire site or portions of it need to be shut down for 14 days OR whether the affected area(s) can be cleaned and disinfected.
4. If affected area(s) will be cleaned and disinfected, ventilation (if possible) should have been running for at least 24 hours and must continue to run throughout the cleaning and disinfecting process.
5. Clean and disinfect all surfaces, items, and areas used by the ill person, focusing especially on frequently touched surfaces. Some examples of frequently touched surfaces are tools, doorknobs, handles, and crash bars. Again, ALL surfaces must be cleaned and disinfected.
6. Cleaning personnel are to wear masks, disposable gloves, protective eyewear, face shield, and Tyvek coveralls. PPE will need to be removed carefully when leaving the affected area(s) to avoid contamination of the wearer or other areas. Be sure to clean hands immediately after removing PPE and before touching clothing or the body.

Cleaning and Sanitizing

In accordance with the CDC guidelines, we are asking all personnel and volunteers to follow proper cleaning and sanitizing protocols.

For all PPF staff, including chapter staff: At the time of the writing of this policy, the return to in-office work is voluntary in nature for those located in yellow regions. Weekly, employees will send PPF President an email (mmowery-ppff@pa.net) stating where they will be working that week: (1) at the office or gift shop; (2) in the field; or (3) remotely.

If you select #1 or #2, please also answer:

"Are you experiencing any symptoms of COVID-19?" and
"Have you knowingly been in contact with anyone that has been diagnosed with COVID-19?"

If the answer is "yes" to either question, you will not be permitted in the work place.

If, while at the work place, you feel that your health is compromised due to visitors to the location or activities of other staff, please alert your supervisor so that adjustments can be made and concerns addressed.

For Friends of Laurel Hill

Operation and Use of Outpost Gift Shop and Visitor Center:

- Enter only from front porch
- Exit only to rear porch (rear door has exit only lock).
- No more than 5 people at a time in museum area.
- No more than 2 people at a time in gift shop area.
- Anyone in the museum or gift shop must wear a mask.
- Raffle tickets must be handed to customer.
- All surfaces each day before opening and throughout the day wiped with sanitizing medium as needed.
- Money deposit only for wood sales (no envelopes).
- Signs to be posted as necessary for all the above.
- Laurel Hill staff will assist in limiting the number of people in the Visitor Center and Outpost when the building is open. If there are concerns and/or if a visitor or customer becomes challenging, Outpost staff is to call Ranger or Park Manager immediately. The safety of the staff person and volunteers is the #1 priority.