COVID-19 Related Policies and Procedures
For Members
Updated 11.19.2020

Since the onset of the COVID-19 pandemic in the United States, the safety of SCA members has been paramount in the SCA's response and decision-making. It is likely that the pandemic will continue to evolve throughout 2021. This document outlines policies and procedures specific to SCA member participants as related to managing and mitigating risks associated with COVID-19.

These policies and procedures are designed to be implemented on a national level. This document applies across all programs, work, and locations for which members are under the supervision and care of the SCA. The policies outlined within this document are minimum standards to be followed. Protecting yourself, your SCA team and colleagues, and the communities in which the SCA serves is a shared responsibility, of which your decisions and actions play an integral role.

For specific questions related to state and local regulations, or applying these policies and SCA's COVID-19 Best Practices, Strategies, and Mitigation Techniques, please contact your supervisor and/or program manager.

The physical risks of COVID-19 and its transmission vary from person to person, but at its worst may result in death. Personal injury, however, is more difficult to recognize and assess. The SCA strives to respect each members' personal risk tolerance by seeking feedback and personal insight. Alternative pathways exist or can be explored to achieve project and personal goals that also meet personal standards for safety. These may include, for example, remote work/service opportunities and other accommodations for delaying work/service. Please speak with your supervisor and/or program manager about your needs to meet personal physical, social, and emotional safety throughout working and serving with the SCA during COVID-19.

The SCA's management of COVID-19 risks is on-going and continually evolving. We are monitoring federal, state, and local conditions and regulations, and regularly collaborate with agency and site partners. We will update our COVID-19 management plan along with this document as the situation in the United States evolves.

Definitions

Policy - a mandatory directive in place to ensure effective institutional risk management. Adherence to policy is required. Lack of adherence to policy may result in disciplinary action up to, and including, termination. The term *will* is used to communicate policy.

Procedure – a plan of action informed by, and consistent with, approved policies and preferred practices. The term *should* is used to communicate procedure.

Quarantine – separation of an individual or group of people from others. Implemented to monitor for the development COVID-19 sign(s) and symptom(s).

Isolation – separation of an individual from others to contain the spread of known COVID-19 sign(s) and symptom(s). Isolation may occur under the direction and supervision of SCA personnel or at home.

Members – crew leaders and participants of SCA programming.

Staff – personnel employed by the SCA.

Personnel – an umbrella term, referring to SCA staff, members, and participants. May also be used with 'agency', 'partner', or 'site', in which refers to staff and other persons associated.

Direct Exposure – the potential that an individual(s) are or within 14 days have been in direct contact with a known or suspected case of COVID-19. For example, a person is considered to have one degree of separation, or contact, with a confirmed case or 'person-under-suspicion' of COVID-19.

Signs & Symptoms of COVID-19

Direct contact with airborne respiratory droplets is the primary vector of transmission. Limiting potential exposure to those fluids is essential for mitigating risks associated with contracting and spreading COVID-19.

General Symptoms
This list will be used to identify and communicate COVID related signs and symptoms.

People with COVID-19 report a wide range of symptoms. This range extends from mild symptoms to severe illness. Signs and symptoms may appear 2-14 days after exposure to the virus. Individuals who present these signs or report these symptoms are suspected to have COVID-19 and pose risk to transmit the disease to others:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC continues to update this list as more information is known about COVID-19. Link to CDC's [Link to CDC's COVID-19 Symptoms](#).

Escalated Signs and Symptoms (Seek Immediate Medical Care)
If an individual presents or reports any of these signs, immediate emergency medical care should be sought:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- *Other symptoms that are severe or concerning

Before seeking medical care the healthcare provider or emergency service should be notified that the patient is suspected to have COVID-19.

Reducing the spread of the virus is a priority for all communities. Although many COVID-10 patients fully recover, there is risk of long-lasting harm and fatality, especially for high risk populations such as the very young, elderly, or people with compromised or weakened immune system.

COVID Mitigation Best Management Practices, Strategies and Techniques

These techniques make up the broader COVID management strategy employed by the SCA. These techniques will serve as best management practices for designing, planning, and conducting normal work/service. Where specifically noted within this management plan, these techniques are policy and will, at a minimum, be followed by members and staff.

Informational COVID Mitigation Techniques
- Informed of inherent risk and mitigation expectations prior to position and program commencement
- Briefing on strategies, techniques, policies, and procedures for mitigation and prevention
- Informational signage posted in common spaces
- Pursuing COVID testing
- Contact tracing: informing personnel who may have been exposed to COVID-19
- Contact tracing: investigation to identify potential pathways to exposure

Behavioral & Structural COVID Mitigation Techniques
- Physical distancing from others (e.g. minimum of 6ft), including single occupancy accommodations
- Group size limitations, including the use of phased program starts and re-entry
- Designation of 'Self-contained' groups or 'family units' to prevent transmission and enable efficient work
- Minimization of non-essential travel
- Remote and/or independent work
- Cover coughs and sneezes with a barrier (e.g. tissue or mask), and into the elbow

Personal Protective Equipment (PPE) COVID Mitigation Techniques
- PPE standards for normal work/service remain relevant and in effect
- Regular sanitation of PPE
- Minimization of PPE sharing
- Face masks as recommended by the CDC (i.e. N-95, KF-94, or multi-layered and designed to be worn over the mouth and nose)
- Face shields for conducting technical and safety-critical work/service
- Eye protection
- Gloves such as work gloves used in normal practice, or medical gloves when handling potentially contaminated materials and assessing potential patients.

Sanitation and Disinfection COVID Mitigation Techniques
- Frequent handwashing with soap and running warm water for at least 20 seconds, and use of hand sanitizer when handwashing is unavailable
- Regular cleaning of surfaces utilizing bleach solutions and other recommended products by the CDC and EPA.

Environmental COVID Mitigation Techniques
- Direct and long exposure to sunlight to sanitize gear and equipment
- Conducting work/service such as in-person meetings, events, and operations outdoors, and/or in well and regularly vented areas.

Pre-Program Policy for Members and Participants
- A member agreement specific to COVID-19 will be acknowledged within 14 days prior to travelling to program start.
- Members will complete and submit a COVID-19 specific medical questionnaire no less than 5 days prior to beginning a program or position
- Members and will conduct and report the results of a SARS-Cov-2 PCR test prior to a new program's commencement within 1-4 days before travelling to a new program's start location.
- Members and field personnel will quarantine and physical distance for 14 days prior to travelling to a new program's start.
- Members and field personnel will self-monitor for COVID-19 related symptoms 14 days prior to travelling to a new program's start.
- In the event a member or staff shows a COVID sign or symptom(s) and/or reports a positive SARS-CoV-2 PCR test result, they will delay travelling to the program start.
- Members and staff with COVID signs or symptoms will be cleared by a medical professional, a COVID PCR test, or be symptom free for 72 hours prior to travelling to a program start.

On Program COVID-19 Management Policies
- A SARS-CoV-2 PCR test will be conducted no less than 4 days after a new program's commencement.
- Members will conduct and record a daily health log, including screening for COVID-related signs and symptoms and temperature check.
- Face masks will be available and ready to be worn at all times. Considerations and culture around wearing face masks will be taught and regularly monitored.
- Face shields will be available to be worn for technical and safety-critical work/service.
- Frequent, regular, and proper hand washing and sanitation will be taught, practiced, and monitored.
- Regular and frequent cleaning, sanitation, and disinfection of surfaces will be conducted.
- Community contracts for shared commitment will be designed early in a program.
- Commitment made in a community contract will be re-iterated and revisited prior to days off, leave, and holidays.
- Community contracts will, at minimum, include:
  - Commitment to SCA's COVID Mitigation Best Practices, Strategies, and Techniques, and
  - Living and behavior expectations for days off (e.g. living by CDC recommendations such as avoiding large gatherings, wearing a mask, hand washing, etc.)

On-Program 'family unit' or 'self-contained' Group Designation Policy
- Intact (e.g. non-commuting) groups will be designated a 'family unit' or 'self-contained' after all the following conditions are met:

- A minimum 14 day period in which no signs, symptoms, or test results are observed or reported negative (conducted no less than 4 days from program's start),
  - Community contracts are established,
  - Appropriate and adequate protective measures are observed to be utilized and apart of the group culture, and
  - Knowledge and adherence to SCA's COVID Management policies and procedures are demonstrated.
  - Test results are negative
- Groups will return to "un-contained" status when:
  - Group members observe or report COVID signs or symptoms,
  - Inappropriate and inadequate protective measures are observed or reported,
  - Lack of knowledge or adherence to SCA's COVID Management policies and procedures are observed or reported,
  - The community contract is broken, or
  - Group members are exposed to external visitors/personnel less than 6ft for greater than 15 minutes, or
  - Concern is raised by members or SCA staff.

Visitor Policy
- External group visitors such as partner and site personnel, SCA managers, and trainers will be screened for symptoms and will delay or cancel their visit in the event they show or report a sign or symptom(s).
- External visitors such as partner and site personnel, SCA managers, and trainers will follow SCA's COVID Mitigation Strategies and Techniques when conducting site visits.

On-Program COVID Management Procedures
- Physical distancing (e.g. 6ft/15 min), 'family unit' or 'self-contained' status, and potential for risks such as heat illness should be considered in regards to face masks.
- Number of personnel in accommodations should be considered in the program design phase. Factors such as risk of transmission, 'family units' or 'self-contained' groups, program and site capacity and availability, and other hazards such as bears should be considered.
- Each member should be issued a personal sanitation and protection kit. Contents should be refilled regularly. Contents may include, for example:
  - Hand sanitizer
  - EPA approved disinfectant (e.g. wipes or spray)
  - Masks
- Providing personal supplies of food and water should be considered.

Time off, Holidays, and Leave COVID-19 Management
Confirm with your supervisor and/or program manager the process and policies for weekends, time off, holidays, and leave, as related to management of COVID-19.

To help ensure a safe return to work/service for yourself and fellow members, the SCA asks while you are away, members:
- Self-monitor daily for COVID signs and symptom(s),
- Live by CDC physical distancing, handwashing and sanitation, and mask guidelines,
- Monitor federal, state, and local guidelines and recommendations, as they may change
- Notify a supervisor if the member develops or observes a COVID-19 sign or symptom(s),
- Notify a supervisor if the member is directly exposed to someone with COVID-19
- Report the results of daily symptom checks to your supervisor no more than 4 days prior to travelling or commuting to return to work.

Time off, Holiday, and Leave Policies
- Prior to departure members will review and acknowledge:
  - Community agreement
  - Current CDC guidelines and recommendations for protecting yourself and others
  - Check-in and communications process and expectations while away
  - Return to work process, including requirements for quarantining and COVID PCR testing
- In the event a member observes or reports a COVID sign or symptom(s), or COVID-19 PCR test result is positive, travel or commuting back to work will not occur until:
  - Signs or symptoms are absent for 72 hours and,
  - Written clearance by a medical professional, or
  - Negative results of an additional SARS-CoV-2 PCR test result
  - Test results will be reported to the program manager.
- In the event a test result is positive, the member will delay returning to work and/or the incident response policies will be followed.

Procedure
- Members should conduct a COVID-19 PCR test no more than 4 days prior to returning to work, or no more than 4 days after returning to work.

What to do if you have signs/symptoms, are directly exposed to someone suspected to have COVID-19, or receive a positive test result

- In the event that a member: observes or reports a COVID sign or symptom, has been in direct contact with someone who has or is suspected to have COVID-19, or receives a positive COVID-19 PCR test result, the member will:
  - Immediately notify their supervisor,
  - Notify YOSOGY if a supervisor is unavailable,

- Not report to work/service (if the position is commute-based),
- Report to isolation or quarantine (see COVID-19 Incident Response Flowchart and associated policies).
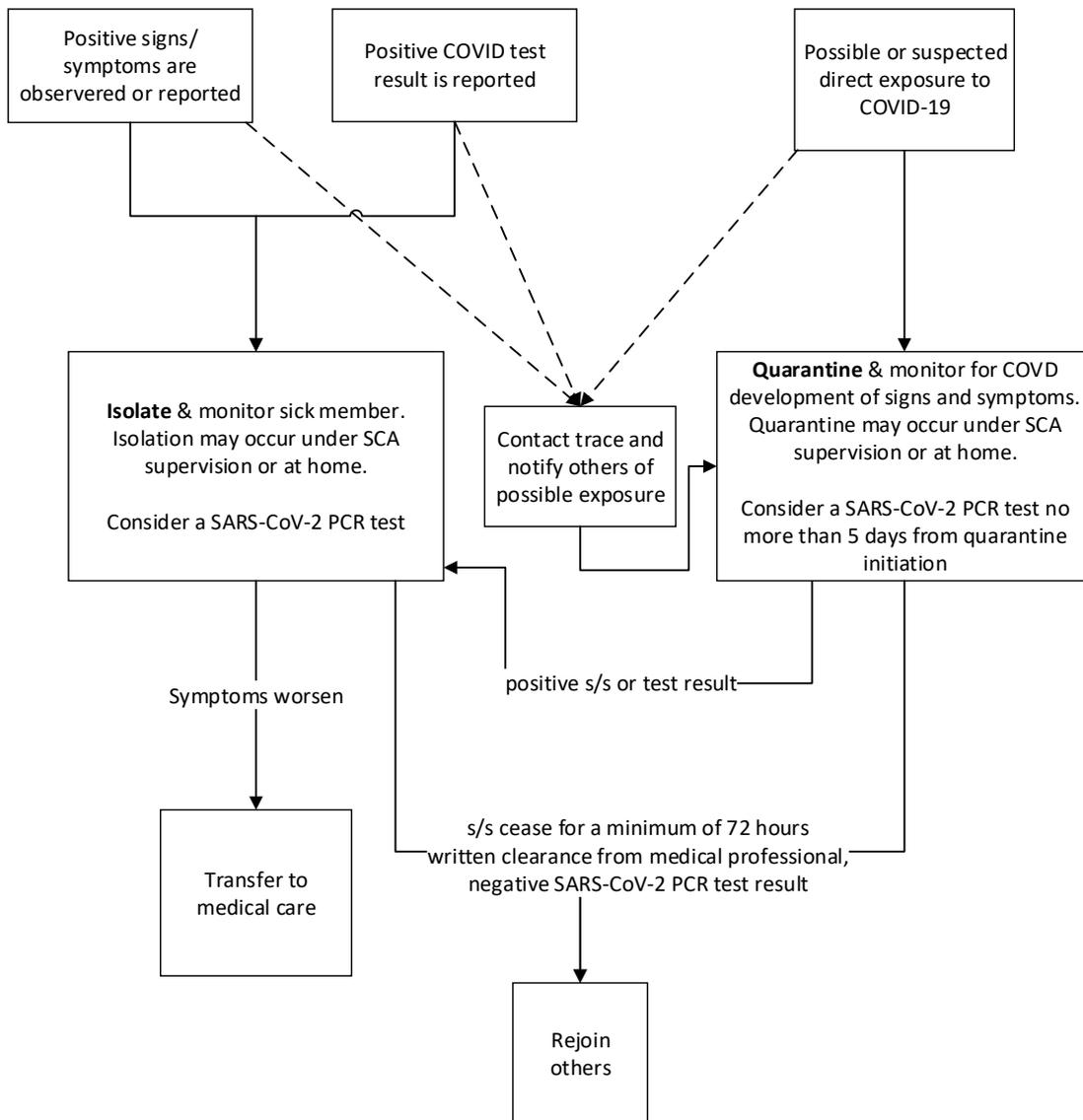
Isolation and Quarantine

Definitions

Quarantine – separation of an individual or group of people from others. Implemented to monitor for the development COVID-19 sign(s) and symptom(s).

Isolation – separation of an individual from others to contain the spread of known COVID-19 sign(s) and symptom(s). Isolation may occur under the direction and supervision of SCA personnel or at home.

COVID-19 Incident Response Flowchart

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┌──────────────────┐   ┌──────────────────┐          ┌──────────────────┐
│ Positive signs/  │   │ Positive COVID   │          │ Possible or      │
│ symptoms are     │   │ test result is   │          │ suspected direct │
│ observed or      │   │ reported         │          │ exposure to      │
│ reported         │   │                  │          │ COVID-19         │
└──────────────────┘   └──────────────────┘          └──────────────────┘

┌──────────────────────┐  ┌──────────────────┐  ┌──────────────────────┐
│ Isolate & monitor    │  │ Contact trace    │  │ Quarantine & monitor │
│ sick member.         │  │ and notify       │  │ for COVD development │
│ Isolation may occur  │  │ others of        │  │ of signs and         │
│ under SCA            │  │ possible         │  │ symptoms. Quarantine │
│ supervision or at    │  │ exposure         │  │ may occur under SCA  │
│ home.                │  │                  │  │ supervision or at    │
│                      │  │                  │  │ home.                │
│ Consider a SARS-CoV-2│  │                  │  │                      │
│ PCR test             │  │                  │  │ Consider a SARS-CoV-2│
│                      │  │                  │  │ PCR test no more     │
│                      │  │                  │  │ than 5 days from     │
│                      │  │                  │  │ quarantine initiation│
└──────────────────────┘  └──────────────────┘  └──────────────────────┘

Symptoms worsen                positive s/s or test result

┌──────────────┐         s/s cease for a minimum of 72 hours
│ Transfer to  │         written clearance from medical professional,
│ medical care │         negative SARS-CoV-2 PCR test result
└──────────────┘
                              ┌──────────┐
                              │ Rejoin   │
                              │ others   │
                              └──────────┘
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Isolation Policies
- A member will isolate either at home or under SCA and/or site supervision if:
  - observes or reports a COVID sign or symptom,
  - have been in direct contact with someone who has COVID-19, or
  - receives a positive COVID-19 PCR test result
- While in isolation a member will:
  - Conduct and report a daily health log, including temperature checks,
  - Receive communications guidance (e.g. who to contact and when, when to expect contact)
  - Be monitored a minimum of once a day for worsening signs and symptoms and psychological stress
  - Not leave isolation or be in physical contact with another individual(s)
- Sick members will remain in isolation until either:
  - sign(s) and symptom(s) cease for minimum of 72 consecutive hours
  - written clearance is received from a medical professional
  - care is transferred to professional medical care
- The decision to discontinue isolation and return to work/service will be considered on a case-by-case basis, with the consultation and direction from the medical community and local standards.

Quarantine Policies
- Members who have had direct exposure to someone suspected to have COVID-19 will quarantine either at home or under SCA and/or site supervision.
- Daily signs and symptoms checks will be conducted and reported in a daily health log while in quarantine, including temperature checks.
- Members will not physically contact and remain physically distanced from others while in quarantine, including utilizing single room accommodations.
- Members in quarantine will move to isolation or isolation status if a positive sign, symptom, or test result is observed or reported.
  - Members will remain in quarantine will until either:
  - 14 days without the presence of a sign(s) or symptom(s)
  - A negative SARS-CoV-2 test result, administered a no less than 4 days from beginning quarantine.

Other COVID-19 Resources

If you need to get tested, visit a [nearby CVS Pharmacy](#) to get a no-cost COVID-19 diagnostic test. If CVS is not offering this service in your state, you can search for other no-cost options by visiting the US Department of Health & Human Services [(HHS) website](#).

The [Families First Coronavirus Response Act](#) now requires private insurers, Medicare and Medicaid to cover COVID-19 tests. If you have an active health insurance plan, please contact your carrier for more information.

If you're experiencing COVID-19 symptoms, visit [CDC's](#) online self-checker tool. The tool asks a series of questions, and based on the user's responses, provides recommended actions and resources.

If you need health coverage, the Health Insurance Marketplace is a service that helps people shop for and enroll in affordable health insurance. The federal government operates the Health Insurance Marketplace, available at HealthCare.gov, for most states. Some states run their own Marketplaces. Click [here](#) for more information.