

COTA Trail Work Party Procedures and Protocols – 2020

The Central Oregon Trail Alliance has created the following procedures and protocols for Trail Work Parties to address health and safety issues around COVID-19:

Size of Work Parties: Trail Work Volunteer Teams will be limited to 10 people and will include at least one Crew Leader (two is optimal). Multiple Teams can work on the same day and project if geographically separated, including separate parking and gathering locations. Crew leaders will focus on managing the work of the team and maintaining health and safety protocols, instead of doing trail work.

Appropriate Project Work and Social Distancing: Trail work should allow proper social distancing – maintaining at least six feet of separation for workers. Trail work that requires close interaction, such as rock work, will not be allowed. Carpooling will not be allowed from a gathering point to a work site.

Advertising and Volunteer Recruitment: COTA will utilize Meetup exclusively to recruit volunteers for Work Parties open to the general public. Volunteers who have not signed up on Meetup prior to the project will not be allowed to participate.

Personal Protective Equipment: Volunteers will provide their own work gloves and eye protection. As usual, volunteers will be encouraged to wear long pants, work shoes or boots, and utilize sun screen. Volunteers will be encouraged to bring their own safety helmets and masks or face covering, but COTA will provide these PPE if needed. Volunteers will have access to disinfectant to clean helmets provided by COTA. Volunteers may use bike helmets, except on USFS land, where hard hats will still be required.

Masks will be worn at all times while working within 10 feet of others, including hiking in and out of the work site. Wearing of masks will be strictly enforced by the Team Leader. Volunteers who violate this policy will be warned once, then asked to leave the project on the next violation.

Liability Form and Sign-In Sheet: All volunteers will be required to sign-in on the Liability Form. Crew leaders will ensure that email addresses and phone numbers are collected from volunteers in case contact tracing is needed. Hand sanitizer will be provided to the volunteers after signing the form.

Safety Briefing: The Team Leader will provide the standard safety briefing for Work Parties, including the proper use of tools. The briefing will be expanded to cover COVID-19 issues, including health screening questions, social distancing requirements, masks, etc. (See attached Safety Briefing Instructions)

Hand Sanitizer and Disposable Gloves: The crew leader will make available hand sanitizer for volunteers to utilize anytime during the Work Party. Disposable gloves will also be available in case volunteers are required to help someone who is injured or needs other types of assistance.

Tools: Volunteers will not share tools, and must wear gloves when handling and using tools.

Trail Signage and Encountering Bikers/Hikers: Signs will be available to use on both ends of the trail work area to notify trail users of COTA's Work Party. Volunteers should move off of the trail to provide appropriate social distancing with bikers and hikers.

Food, snacks, and refreshments: Volunteers will bring their own food, snacks, and liquid refreshments. No COTA-sponsored social gathering following the Work Party.