

# Training Outline for COTA Crew Leaders

## Pre-work tasks

- Ensure that hand sanitizer and disinfectant are available for the work party
- Load tools for transportation to the site wearing gloves while loading

## At the site

- Post or have available for volunteers to read the signs from the OHA relating to COVID symptoms, social distancing, COVID symptoms, hand washing/sanitizing, the importance of signing in for contact tracing
- Setup sign-in area or table with forms, pens, sanitizer, box of masks

## Volunteer sign-in

- Maximum of 10 people in the work party - **including** crew leader(s)
- Everyone to sign in with name, phone number, and email to ensure contact tracing can be done
- Everyone to maintain 6 ft separation
- Volunteers to bring their own food, water, gloves
- Ensure everyone has proper PPE and if not, provide it
- Volunteers to mark tools and helmets with tape and sharpie their name on the tape
- Volunteers from the same household can travel together to the work site. All others must drive solo.

## Safety talk

- To be done at gathering location
- Follow 'COTA Trail Building Safety Briefing'
- At the end of the talk ask if everyone understands the protocols and suggest that anyone who is not comfortable with the requirements is appreciated for coming but encouraged to return home.
- Give opportunity to volunteers who want to self-identify any conditions

## On the trail:

- The crew leaders' job is not to do the work but monitor the volunteers to ensure they are safe and following the guidelines.
- The crew leader is designated as both the 'physical distancing monitor' and the 'sanitation attendant'
  - Physical distancing monitor ensures that everyone complies with the distancing requirement for the entire event
  - Sanitation attendant will frequently clean and disinfect work areas and commonly touched surfaces (tools or similar). Sanitation attendant will also ensure there is adequate hand sanitizer available during the event
- Masks to be worn by all during walk to/from the cars to the site
- Have hand sanitizer available for volunteers

## After the work is done

- Thank everyone for coming out!
- Have volunteers load tools in your truck/car
- Provide hand sanitizer for all to clean up before they leave

- Thank the volunteers and encourage them to head home and not socialize
- Suggest that they wash clothes and shower immediately when home
- Crew leader to solicit input from volunteers on any improvements that can be made to the protocols
- Crew leader to email other crew leaders bendcrewleaders@cotamtb.com (WHAT IS THE EMAIL for other chapters?) after work is complete to report on success of the work, any incidents, any proposed improvements

#### **Post-work tasks**

- Transport tools back to the storage location
- Unload tools, helmets, etc.

#### **Relevant Oregon Health Authority (OHA) Documents**

- Phase 2 Reopening Guidance - Gatherings (OHA 2351G)
- Oregon General Guidance for Employers on COVID-19 (OHA 2342C)
- Specific Guidance for Outdoor Recreation Organizations (OHA-2342E)
- Mask and Face Covering Guidance for Business, Transit, and the Public (OHA 2288K)
- Phase 2 Reopening Guidance - Operators of Indoor and Outdoor Entertainment Facilities (OHA 2351A)

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