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COVID-19 Safety Protocols for Volunteer Tree Planting Events

The following protocols have been assembled by California ReLeaf for its grantees for use in organizing their tree planting events. Grantees are hereafter referred to as ‘organizers.’

Registration

1. Organizers are encouraged to post event notice online with a link to electronically pre-register so grantees can cap the amount of volunteers that can attend in order to maintain social distancing guidelines at site.
2. Online and in-person sign-in forms shall contain the following clause at the top of the document in a clearly visible location: *By signing this form, you are acknowledging that you will adhere to the COVID-19 safety protocols posted by the event organizers and required by the project funders. One volunteer (or household as applicable) per sign-in form.* A sample Volunteer Sign-in Sheet containing this language has been provided to all organizers. **All volunteers must sign in.**
3. Organizers are encouraged to have volunteers also sign a waiver stating they will maintain social distancing rules. California ReLeaf has provided sample waivers to all Organizers.
4. Organizers shall administer temperature checks with touch-free thermometers to volunteers upon arrival and check-in. Volunteer health screening questions may be asked at Organizer discretion.
5. Organizers shall provide a copy of these Safety Protocols to all volunteers prior to or upon their arrival at the event, and display not less than two copies of these protocols at the event.
6. Volunteers who self-identify as having contracted COVID-19 or made contact with someone who is sick must be excused.

Site Work and Preparation

1. Organizers are encouraged to stage equipment and materials at the work site for volunteers prior to their arrival for use all day.
2. Planting/work sites shall be 6 feet or more in distance from the next closest active work site, measured from the exterior of the volunteer workspace.
3. Grantee shall require volunteers to wear work gloves when utilizing tools.
4. Grantees should encourage volunteers to bring their own work gloves and personal supplies including, but not limited to, gloves, water, small tools, snacks, and sun protection. Sharing shall not be permitted.

(See Other Side)

PPE and Social Distancing

1. Staff and volunteers shall maintain at least a 6-foot distance from others, excluding other household members.
2. Staff and volunteers shall wear a face covering/mask that covers nose and mouth. Organizers should encourage volunteers to bring their own mask and plan to wear it at all times unless directed otherwise.
3. Organizer shall either supply volunteers with face masks, work gloves, water, and other supplies as deemed necessary by the Organizer if volunteers do not bring these items with them; or Organizer shall excuse that volunteer from the event.
4. Grantee shall encourage good hygiene by staff and volunteers by providing hand sanitizer at all sites and hand-washing facility at sites if feasible, and encourage volunteers to bring their own pocket-sized hand sanitizer.
5. Grantee shall notify volunteers that violation of social distancing and the aforementioned safety protocols will lead to the volunteer being excused from the event.