



COVID-19 Field Safety Guidelines - Volunteers

Updated July 28, 2020

The staff at Canopy is continuing to monitor the COVID-19 virus, and are proceeding with the following safety protocols for our programming.

Self-Evaluated Risk Assessment:

- Any staff and volunteers that are feeling sick or are exhibiting symptoms of Covid-19 are required to stay at home. Temperature checks with touch-free thermometers may be administered by Canopy staff upon volunteer arrival and check-in. Volunteer health screening questions may be asked at some events.
- If staff or volunteers have contracted COVID-19 or made contact with someone who is sick, they must quarantine for at least 14 days, and test negative, before they are allowed to participate.
- Staff and volunteers in an elevated risk category should consider the risks of working in public spaces; the primary activities are done outside.

Social Distancing:

- Canopy staff travel to all project sites in separate vehicles. We encourage volunteers to do the same (one household per vehicle), to reduce risk of virus spread.
- Staff and volunteers will maintain social distance (a minimum of 6 feet apart from each other and any member of the public).
- Registration for events will be done online before the event, no walk-ups allowed on the day of the event. Group size will be limited, and shift registration is first-come, first-served. When you arrive, stand 6 feet apart to check-in verbally with the staff at the Canopy table. Check-in at the event is touch-free.

Hygiene:

- All staff and volunteers are required to practice good hygiene. Hand washing is available at some sites, and Canopy will provide hand sanitizer at all sites.
- Staff and volunteers must have a comfortably fitting mask. All are asked to arrive on-site at the beginning of the day wearing their masks. Staff will let volunteers know if it is acceptable to remove masks (e.g. when fieldwork is sufficiently spread out, allowing ample social distancing).
- Participants will be reminded to avoid touching their face, nose, and eyes.

Safety Supplies:

- Staff and volunteers should bring their own work gloves and face mask. Canopy has some gloves that can be lent out for the day.
- Canopy disinfects, washes, or leaves tools unused for 4+ days, per accepted protocols.
- Wearing work gloves when holding tools is required. Tool sharing should be minimal.
- All staff and volunteers will bring their own personal supplies, including: a face mask, sunblock, water, snacks, etc. Sharing is not permitted.

Resources we're tracking to stay up to date:

- County COVID-19 dashboards - [Santa Clara County](#), [San Mateo County](#)
- [CDC Work/Symptom Guidelines](#) and [Social Distancing Protocols](#)
- Any questions or concerns regarding these guidelines can be directed to: info@canopy.org

Healthy Trees, Healthy Communities

3921 East Bayshore Road Palo Alto, CA 94303 info@canopy.org t: 650 964 6110 www.canopy.org



Volunteer Checklist:	
✓	Self-assess your health. 1) If you feel unwell, please stay home. 2) If you have contracted COVID-19 or made contact with someone who is sick, you must quarantine for at least 14 days, and test negative, before you are allowed to participate.
✓	Self-assess your comfort level. 1) If you are in an elevated risk category, consider the risks of working in public spaces; the primary activities are done outside. 2) Canopy prioritizes safety and follows CDC and County guidelines, but we cannot guarantee a risk-free environment.
✓	Register for a volunteer shift. Canopy is not having drop-in volunteer events, and now requires online signups before the event. Group size will be limited, and shift registration is first-come, first-served. Check-in at the event is touch-free.
✓	Anticipate health checks. Temperature checks with touch-free thermometers may be administered by Canopy staff upon volunteer arrival and check-in. Volunteer health screening questions may be asked at some events.
✓	Plan your transportation. We urge volunteers to travel to the project site separately (one household per vehicle).
✓	Maintain Social Distance. Maintain at least 6-foot distance from others.
✓	Wear a face covering. Wear a comfortably fitting face covering/mask that covers your nose and mouth. Bring your own mask and plan to wear it at all times unless directed otherwise by staff.
✓	Bring your own work gloves and personal supplies. Bring your face mask, gloves, water, snack, sun protection, etc. Sharing is not permitted. Wearing work gloves when holding tools is required. Tool sharing should be minimal.
✓	Maintain good hygiene. Canopy provides hand sanitizer at all sites and hand-washing at some sites, and encourages volunteers to bring their own pocket-sized hand sanitizer. Wear your mask at all times and your gloves as much as possible. Avoid touching your face.

Healthy Trees, Healthy Communities

3921 East Bayshore Road Palo Alto, CA 94303 info@canopy.org t: 650 964 6110 www.canopy.org



Canopy Staff Checklist:	
✓	Self-assess your health. 1) If you feel unwell, please stay home. 2) If you have contracted COVID-19 or made contact with someone who is sick, you must quarantine for at least 14 days, and test negative, before you are allowed to participate. Specific protocols, such as immediate notification of your manager and colleagues, are explained in more detail in the Canopy Staff Safety Handbook.
✓	Self-assess your comfort level. 1) If you are in an elevated risk category, consider the risks of working in public spaces; the primary activities are done outside. 2) Canopy prioritizes safety and follows CDC and County guidelines, but we cannot guarantee a no-risk environment.
✓	Manage advanced registration and touch-free check-ins. Ensure that all volunteers have pre-registered and group size does not exceed county guidelines. Ensure check-in is touch-free, and that volunteers maintain social distance and have brought all the necessary supplies (mask, gloves, water).
✓	Manage tool distribution and cleaning. Canopy disinfects, washes, or leaves tools unused for 4+ days, per accepted protocols. Wearing work gloves when holding tools is required. Tool sharing should be minimal.
✓	Administer participant health checks. Temperature checks with touch-free thermometers may be administered by Canopy staff upon volunteer arrival and check-in. Volunteer participation waiver and health screening questions may be asked at some events.
✓	Plan your transportation. All staff must travel to the project site separately (one household per vehicle).
✓	Maintain Social Distance. Maintain at least 6-foot distance from others.
✓	Wear a face covering. Wear a comfortably fitting face covering/mask that covers your nose and mouth. Bring your own mask and plan to wear it at all times.
✓	Bring your own work gloves and personal supplies. Face mask, gloves, water, snack, sun protection, etc. Sharing is not permitted.
✓	Maintain good hygiene. Provide hand sanitizer at all sites and hand-washing at some sites. Wear your mask at all times and your gloves as much as possible. Avoid touching your face and remind volunteers to do the same.