**Canyon Country Youth Corps COVID-19 Protocol**

The purpose of the CCYC COVID-19 Protocol is to keep CCYC AmeriCorps members, staff, partners, and the public safe and healthy.

This CCYC COVID-19 Protocol is in addition to the guidance issued by the Center for Disease Control (https://www.cdc.gov/coronavirus/2019-ncov/index.html) and Utah State University, who supplies our AmeriCorps Grant (https://www.usu.edu/covid-19/). This protocol is specifically designed for CCYC field crew operations. The CCYC COVID-19 Protocol is a minimum level of protection for CCYC field crews. Additional restrictions may be enforced at the discretion of CCYC staff to provide a safe and healthy work environment for everyone. This document will be updated and/or revised as associated data for COVID-19 changes.

CCYC takes the current COVID-19 health emergency very seriously. Compliance with CCYC’s COVID-19 Protocol is mandatory. Failure to comply will result in termination of term of service.

*Acknowledgements: CCYC would like to gratefully acknowledge the Utah Conservation Corps, Northwest Youth Corps, Montana Conservation Corps, Conservation Legacy, Pacific Northwest Trails Association, and the Intergovernmental Internship Cooperative for sharing protocols and collaborating on best practices in a COVID-19 environment.*

NOTE: CCYC field operations have been deemed as essential by various authorities in the State of Utah and with our Federal Land Managers. This designation may be revoked at any time.

Table of Contents

I. Decision Making Rubric for CCYC Field Operations................................................................... 3

II. Definitions .................................................................................................................................... 3

III. Conditions for New Members to Serve ....................................................................................... 4

a. Shelter in Place/Isolation and Training Period .............................................................................. 4

b. Health and Travel Form ................................................................................................................. 4

c. Assumption of Risk and Protocol Agreement Form ...................................................................... 5

d. COVID-19 Testing Availability .................................................................................................... 5

IV. Conditions for all CCYC Members to Serve ............................................................................... 5

V. Project Operations ......................................................................................................................... 5

a. Travel: Ensuring Crew Member and Public Safety ....................................................................... 5

b. Interactions with Project Partners and CCYC Staff ...................................................................... 6

c. Camp Cleanliness ....................................................................................................................... 6

d. Signs and Symptoms of COVID-19 ........................................................................................... 7

e. Discontinuing Quarantine or Isolation ....................................................................................... 7

f. COVID-19 Monitoring and Considerations While on Hitch ...................................................... 7

i. For All Crews (Front and Backcountry) ..................................................................................... 7

ii. Front-country Specific Considerations ....................................................................................... 8

iii. Backcountry Specific Considerations ........................................................................................ 8

g. COVID-19 Field Response and Evacuation Protocols ................................................................ 8

h. Exposure to Medical Facilities .................................................................................................... 10

i. End of Term Protocol ................................................................................................................... 11

VI. AmeriCorps Operations ............................................................................................................. 11

a. Early Exits and Suspension of Term of Service ........................................................................... 11

b. Creating a Virtual Learning Environment for Members .............................................................. 11

c. Alternative Service Activities........................................................................................................ 12

VII. Appendices ................................................................................................................................ 13

Appendix A ....................................................................................................................................... 13

Face Mask Information ..................................................................................................................... 13

Appendix B ....................................................................................................................................... 14

Disposable Gloves ............................................................................................................................ 14

Appendix C ....................................................................................................................................... 14

COVID-19 Kits ................................................................................................................................. 14

COVID-19 First-aid Kit ................................................................................................................... 14

COVID-19 Evacuation Kit ............................................................................................................... 15

I. Decision Making Rubric for CCYC Field Operations

*The decision-making rubric will be reviewed, and operations determined within 2 weeks of scheduled field season start date.*

* Responsible party – Canyon Country Discovery Center Director. Using the best predictive information available at the time under consideration; is it likely that restrictive civil orders will have been lifted at the national, and state level. If “yes” continue to next evaluative criteria. If “no”, consider the appropriate duration to suspend the start date.
* Responsible party – Canyon Country Discovery Center Director. Do we have the ability to implement our COVID-19 procedures and protocols within the time frame and locations under consideration? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date.
* Responsible party – CCDC/CCYC Partnerships Director. Do we have sufficient number of trained staff to operate and support our crews? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date, and/or reduce the number of crews to a level commensurate to our staffing.
* Responsible party – CCYC Program Coordinator. Do we have at least 50% qualified applicants at the time of consideration to be confident in fielding full crews at the proposed start date? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date, and/or adjust program parameters to an acceptable level.
* Responsible party – CCYC Program Manager. Do we have enough vehicles, equipment and supplies to operate the program or can we obtain (logistically and financially) by the time the program begins? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date, and/or adjust program parameters to an acceptable level.
* Responsible party – CCDC Director. Does operating a crew, given the current socio-political climate and the climate that is likely to be present in 2 weeks, align with CCYC values and the State of Utah’s opening protocols. If “yes” proceed to plan for this program. If “no” consider the appropriate duration to suspend the start date.

II. Definitions

*For the purposes of this document and the CCYC, the following definitions apply:*

Family unit:

* The members with whom you have been isolated for 14 days at the start of the season.

Social distancing:

* Maintain at least six feet between all individuals outside your family unit.
* Wear a mask when in public, or when in contact with anyone outside of your family unit.

Shelter in place:

* Stay in your place of residence, CCYC provided campsite, or project site.
* Only leave your place of residence or the project site for work, necessary food shopping, and recreation. All CDC, state, local, and CCYC field office regulations must be adhered to when leaving the shelter in place location for work, food shopping and recreation.
* Local regulations may vary based on project location. The CCYC Field Staff will alert members to local regulations as they relate to travel, food shopping and project work.
* Crews will adhere to a pre-approved travel plan if one has been implemented by CCYC staff.

Isolation:

* Absolute minimum contact with others.
* Do not leave your residence.
* Have others bring you supplies and drop them off outside your place of residence.

Quarantine:

* If an individual tests positive for COVID-19, said individual will be quarantined.
* Individual will have no in-person contact with anyone.
* Individual must have their own room and bathroom facilities. CCYC staff will release funds to support member in quarantine.

III. Conditions for New Members to Serve

a. Shelter in Place/Isolation and Training Period

* All members must participate in a 14-day shelter in place/isolation and training period at the beginning of their term of service with CCYC. The shelter in place/isolation and training period will be facilitated and monitored by CCYC staff. o Each field office will have its own shelter in place/isolation and training location and schedule.
* The CCYC Program Coordinator will email members with detailed information regarding the shelter in place/isolation and training period.

b. Health and Travel Form

Members must accurately and honestly complete a Health and Travel Form. The form will include:

* A statement of all travel and locations for the four weeks prior to the member’s start date
* History of any symptoms of COVID-19
* Contact with any person who has tested positive or has exhibited symptoms of COVID-19

The Health and Travel Form will be reviewed by staff at CCDC. The intent of that review is twofold: (1) rule out any individual who may be more vulnerable to ill effects of COVID-19, since exposure to the virus during a program cannot be eliminated, and (2) to rule out any individual whose potential exposure to COVID-19 may be at a higher level due to their health history, recent travel/activities and/or other risk factors.

CCYC reserves the right not to admit people who pose a communicable disease risk to others.

CCYC will direct potentially ill people not to come to CCYC if they exhibit COVID-19 symptoms. While delayed inclusion is likely not an option, participation in CCYC field seasons with a later start date may be possible.

c. Assumption of Risk and Protocol Agreement Form

All new members must submit an Assumption of Risk and Protocol Agreement Form prior to the member’s start date.

* New members will be informed of the potential risks associated with participating in CCYC programs, and informed about CCYC’s COVID-19 protocol and the commitments necessary for participants to make (including engaging in self isolation outside of the programs dates, if necessary).

d. COVID-19 Testing Availability

* Members will be tested for COVID-19 (upon testing availability) on their first day of service.
* In lieu of testing availability, CCYC health screening will include:
	+ Daily COVID-19 signs and symptoms monitoring.
	+ Observation over the course of the shelter in place and training period for any health concerns.
	+ Assessment of positive attitude regarding general health and observing protocols.

IV. Conditions for all CCYC Members to Serve

* All actively serving CCYC members must submit an Assumption of Risk and Protocol Agreement Form prior to ???.
* 450 and 300 hour members must commit to being with their crews throughout their entire term of service. No time off will be given.
* 1700 and 900 hour members may be granted very limited time off by the CCYC Program Manager that will be contingent on project schedules, travel restrictions, and shelter in place policies that are in place at the time.
* Members will serve in a small crew of 2 – 6 people for the duration of the season.
* Crews may be required to shelter in place or be isolated at their project site during scheduled days off. This status will vary based on field office location, project type, CDC, state, and local regulations.
* Crews will not interact with other crews, project partners or the public outside of official duties as defined by CCYC staff.
* All members will maintain social distancing of six feet at all times (with the exception of the family unit).
* Members will report their temperature and any other signs or symptoms consistent with COVID-19 on a daily basis. Signs and symptoms consistent with COVID-19 should be reported to CCYC staff immediately.
* Due to the current strain on the health care system, adequate access to EMS cannot be guaranteed.
* Members unwilling or unable to commit to the protocols or demonstrating uncooperative attitudes toward protocols and hygiene will not be allowed to join and/or remain in programs.

V. Project Operations

*CCYC Staff and Site Supervisors will at a minimum use CDC guidelines to determine if CCYC members are clear to travel and serve. Members are required to adhere to all of the following guidance.*

a. Travel: Ensuring Crew Member and Public Safety

* Crews will follow travel routes designated by CCYC Staff. If a stop is required during travel, members must don a mask, ensure proper social distancing, avoid touching surfaces and faces, and wash their hands frequently. Crew members cannot linger at gas stations and cannot stop at restaurants unless a drive-thru option is available. Crews must gain permission for stops not included in preapproved travel plans. True emergencies will be managed on a case by case basis.
* Crews will not stop in counties that are under lockdown unless specifically instructed to do so by CCYC staff, in writing. Written permission will be stored in the crew leader binder. Crews must gain permission for stops not included in preapproved travel plans. True emergencies will be managed on a case by case basis.
* Every vehicle will be equipped with hand sanitizer and sanitizing wipes. Members must sanitize their hands every time they enter the cab.
* Crews will wipe down CCYC vehicle with disinfectant wipes during daily morning vehicle check. If surfaces are visibly dirty, clean soiled surfaces with a detergent or soap and water before you disinfect them. CDC Cleaning and Disinfection for Vehicles: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html
* Increase ventilation by opening windows or adjusting air conditioning, keep windows open when possible. Keep windows open when not using the vehicles when possible to maintain maximum ventilation.
* Sit staggered and as far apart as possible in the vehicle when driving.

When fueling a vehicle:

* Use a disinfectant to clean the fueling nozzles and keypads before you fuel the vehicle.
* If you wear disposable gloves while fueling, remove and dispose of the gloves before you re-enter the vehicle.
* Disinfect the fuel card after use.
* Wash your hands or sanitize hands immediately after you fill the vehicle with gas.

b. Interactions with Project Partners and CCYC Staff

* Crew members will limit interactions with project partners to receiving instructions and feedback while maintaining social distancing and donning a mask prior to interaction to wear for duration of interaction.
* CCYC Staff will coordinate projects to the level of crew self-sufficiency and may be on the ground in lieu of agency partner to help crews safely and successfully execute project work. CCYC staff and members will maintain social distancing and don masks prior to interaction to wear for duration of interaction.
* Crew members will not share tools, vehicles, or living arrangements (campsites, tents or restroom facilities) with project partners or CCYC staff

c. Camp Cleanliness

* Crews must maintain hand washing stations (equipped with soap and hand sanitizer) in the camp kitchen, restroom facilities, and at the worksite.

* All individuals must sanitize kitchen surfaces and dishes before and after meal preparation using CCYC’s three-bin method. Dishwashers will wear face masks.
* There will be no more than one person per tent. If large wall tents are used as kitchens, sides will be kept drawn up for air circulation and UV exposure as often as possible.
* Food will be prepared and dished up by one or two people each day and others will avoid the kitchen area. Members will wash hands and put on face coverings prior to meal prep. Whenever possible, meal prep will occur in open air.
* No dishes or portioned food will be shared.

d. Signs and Symptoms of COVID-19

Members should be isolated, removed from the field and tested if they have any of the following symptoms:

* Persistent cough
* Shortness of breath or difficulty breathing
* Fever, defined as: person feels warm to the touch, gives a history of feeling feverish, or has an actual measured temperature of 100.4°F [38° C] or higher
* Chills
* Unexplained muscle pain
* Sore throat
* New loss of taste or smell

Members testing positive for COVID-19 will be quarantined for 14 days.

e. Discontinuing Quarantine or Isolation

AmeriCorps members may discontinue quarantine or isolation when the following health status is achieved (in accordance with CDC guidelines for health professionals):

At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**, at least 14 days have passed *since symptoms first appeared.*

* CCYC’s minimum quarantine period is 14 days.
* Members who are quarantined must report their temperature to CCYC staff on a daily basis. CCYC staff will track temperatures and will be responsible for notifying the member regarding discontinuation of quarantine.

f. COVID-19 Monitoring and Considerations While on Hitch

**i. For All Crews (Front and Backcountry)**

* Members will monitor their temperature, and any other signs or symptoms consistent with COVID-19 on a daily basis. CCYC staff must be notified immediately if fever and/or other symptoms consistent with COVID-19 present while on hitch. *See Section g. COVID-19 Field Response and Evacuation Protocols.*
* Any member showing symptoms of COVID-19 will wear a mask at all times, unless member is isolated in a tent or respiratory function is impaired by wearing the mask. The member should be isolated from the rest of the crew.
* Do not take a crew member to a health care facility unless that person has symptoms of compromised respiratory function or other life-threatening issues, unless otherwise directed by CCYC staff.
* If a crew member is isolated to a tent or a home, an assigned crew leader or CCYC staff member should have at least a daily check-in with the member. More frequent check-ins are warranted if symptoms become more severe. The person conducting the check-in should maintain social distancing and comply with other guidelines as outlined by the CDC including wearing a mask and gloves. See ‘Discontinuing Quarantine’ section above.
* It will be important to manage emotional as well as physical/medical safety. Staff, leaders and members should strive to be thoughtful around humor style, etc.; something that is funny for some groups may be very uncomfortable for others. Spread calm.
* Leaders and members should spread calm and allow the group to express their emotions. If further mental health support is needed, efforts can be made to seek local and or teletherapy options which may exist. Member Assistance Program: 1-800-451-1834 or www.mylifeexpert.com
* **All non-COVID-19 injuries** must be promptly reported to CCYC staff so as to direct injured individual(s) to appropriate level and location of care.

**ii. Front-country Specific Considerations**

* If available, have the crew member use their health insurance or Intermountain Healthcare’s tele-medicine line or online chat feature (https://intermountainhealthcare.org/) to complete an assessment over the phone or online. This will prevent any non-emergency travel to health care facilities.

**iii. Backcountry Specific Considerations**

A satellite communication device with texting technology will be assigned to every backcountry crew to allow communication with CCYC staff when outside of service.

Upon return to service, have the crew member use their health insurance or Intermountain Healthcare’s tele-medicine line or online chat feature (https://intermountainhealthcare.org/) to complete an assessment over the phone or online. This will prevent any non-emergency travel to health care facilities.

It is highly likely that a backcountry crew will be required to evacuate if fever and/or other symptoms consistent with COVID-19 present while on hitch. CCYC staff will notify the field boss or crew leader if evacuation of the entire crew is necessary

g. COVID-19 Field Response and Evacuation Protocols

If signs or symptoms consistent with COVID-19 arise, the crew leader or field boss (chain of command is determined by the CCYC Program Director at each field office) must immediately notify CCYC staff. In most circumstances, CCYC staff will ask the field boss or crew leader to maintain consistent contact.

Standard practices (refer to Field Manual, Feb. 2020, CCYC Accidents and Emergencies section) for dealing with illness, evacuations, or fatalities in the field will be maintained, in addition to CCYC’s COVID-19 related protocols.

When signs or symptoms consistent with COVID-19 arise, the following steps will be taken:

1. The patient suspected of having signs and symptoms of COVID-19 warrants immediate evacuation if they have:

a. trouble breathing

b. persistent pain or pressure in the chest

c. new confusion

d. inability to wake or stay awake

e. bluish lips or face

2. Any member showing symptoms of COVID-19 will wear a disposable surgical mask at all times, unless member is isolated in a tent or respiratory function is impaired by wearing the mask. The member should be isolated from the rest of the crew.

3. Using a cell phone or satellite communication device, the field boss or crew leader must immediately notify CCYC staff listed in the Emergency Response Plan (ERP) regarding the situation and specific signs and/or symptoms.

4. CCYC staff, field boss, or crew leader should refer to the pre-established ERP when planning an evacuation or seeking definitive medical care. a. If needed, the CCYC staff may assist in execution of the evacuation or seeking of definitive care.

b. If needed, CCYC staff may make changes to transport decisions on a case by case basis. If a crew must be left temporarily without a vehicle, their activities will be limited to minimize risks.

5. The following rules should be followed during and after transport to definitive care or field office location:

a. Be calm, model calm.

b. The number of people exposed to the symptomatic individual during transport shall be limited to as few people as possible. Each project will have at least two vehicles to facilitate evacuations. Any transportation of the symptomatic patient requires that appropriate disposable surgical mask and gloves are worn, and resources are available to sanitize the vehicle (COVID-19 Evacuation Kits).

c. Follow all directions provided by CCYC staff. These directions may include (but are not limited to) recommendations about direct care of the affected member, keeping the crew isolated, and a plan of action for the next few days.

d. In the event that a third-party will be aiding in the transport, follow the specific directions given from CCYC staff. CCYC will assist with or coordinate plan for evacuation. In the event that a medical evacuation is required, air medical support will make the decision whether to extract the patient via air or not. In fire season, air resources are typically scarce.

e. Crew will regularly monitor and document patient’s vital signs and symptoms using a COVID-19 specific SOAP note.

6. A CCYC staff member will report the information gathered from the field boss or crew leader to CCYC administrative staff (Director, Partnerships Director, Field Coordinator, Project Coordinator). CCYC administrative staff will refer to the “Follow Up” section of the Field Manual, Feb. 2020, CCYC Accidents and Emergencies during and after the emergency.

7. The CCYC Field Coordinator and Partnerships Director will make a determination regarding the project and crew responsibilities during and following the response and evacuation. a. Crew members remaining in the field (if any) will be closely monitored for symptoms. If a second member displays symptoms, all members will be removed from the field.

8. Symptomatic members must self-isolate. a. All members evacuated with COVID-19-like symptoms will be tested for COVID-19, if tests are available.

b. If isolating at the bunkhouse is possible, they should do so.

c. If they are not able to isolate in their own home, CCYC staff will assist them in finding a location.

d. Isolation may be ended 7 days post-negative test, with approval from the CCDC Director.

9. Quarantine: since the rest of the symptomatic member’s crew has potentially been exposed, they will remain physically separated from other members, staff, partners, and the public. Options include: a. Evacuation from the field. i. Members may evacuate to their own homes if they are able to quarantine themselves in those places.

ii. If participants are not able to quarantine themselves at the bunkhouse, CCYC staff will assist them in finding a location.

b. Members may remain in the field if the following are all true: i. The crew has enough resources to remain self-sufficient in the field.

ii. The project site is safe and separate from other participants and the public.

iii. Communications between CCYC staff and members are reliable.

iv. Access to definitive care takes less than one hour, including hike and drive time.

v. Approval is granted by the CCYC Partnerships Director and CCYC Field Coordinator.

h. Exposure to Medical Facilities

If CCYC members or staff are involved in an incident which requires definitive medical treatment, they will likely be treated at a facility where the likelihood of exposure to COVID-19 is more possible. In this event:

* Members will immediately notify CCYC field staff regarding the incident.
* CCYC Field staff will contact the definitive care facility to obtain updated information regarding facility capacity and concentration of COVID-19 patients.
* CCYC field staff or leader and the patient will be the only ones to interact with medical staff within the medical facility.
* Gloves/masks should be worn while handling paperwork.
* The person supporting the patient should minimize their time in the facility.
* Once discharged from medical facility, both staff and patient should wash their hands and change clothes.
* If a member needs to seek definitive medical care for non-COVID related medical treatment, the member may return to the field after receiving definitive medical care.

i. End of Term Protocol

These health protocols will be followed regardless of the health of the crew, in an effort to mitigate any risks associated with participants unknowingly transmitting disease back into their home communities.

* Crews will spend their final two weeks isolated from outside visitation to assess potential infection/symptoms before returning to non-program life. Acceptable exceptions may cautiously include CCYC staff, when deemed necessary. Social distancing will be observed.
* Great attention will be paid to limiting/eliminating field visits from the outside population.

VI. AmeriCorps Operations

a. Early Exits and Suspension of Term of Service

Members may exit early or suspend their term of service citing COVID-19 as a compelling personal circumstance. Compelling personal circumstances are determined by CCYC staff (at a minimum, the Field Coordinator and Program Coordinator will make this determination with the help of the Partnerships Director).

* A member exiting early with compelling personal circumstances related to COVID-19 (as determined by CCYC staff) will be eligible for an education award depending on what percentage of their term of service hours they have served at the time of their exit from the program o Members who served less than 15% of their required hours are not eligible for an education award.
* Members who serve greater than or equal to 15-49% of their required hours will be eligible for a prorated education award.
* Members who serve greater than or equal to 50% or more of their required hours will be eligible for their full education award.
* Members wishing to suspend their term of service citing COVID-19 as a compelling personal circumstance will be handled on a case by case basis by CCYC staff (at a minimum, the Program Manager and AmeriCorps Coordinator will make this determination).

b. Creating a Virtual Learning Environment for Members

CCYC supervisors are implementing alternative learning opportunities for members that are not currently able to serve in the field (due to quarantine or other COVID-19 related restrictions) to promote engagement and education regarding project work. These remote and virtual lessons involve environmental topics related to habitat restoration, trail construction and maintenance, biochar, crosscuts and wilderness management, invasive

species and fuel loading, stream alteration and restoration, human factors and situational awareness, leadership in outdoor settings, and urban service work.

c. Alternative Service Activities

The need for members to participate in alternative service activities will be determined by CCYC staff and will be based on project partner capacity and availability that projects may be cancelled or that you may be asked to assist with non-conservation, COVID-19 response projects in Utah, including, but not limited to, food distribution and production.

13

VII. Appendices

Appendix A

**Face Mask Information**

CCYC crews will be provided with face masks for riding vehicles whenever possible. Members will always have a face mask on hand to use, whether it is a cloth, buff, bandana, t shirt or a surgical mask. Any mask is better than no mask.

Links to helpful information and science about wearing masks:

* Science says, masks for all: https://www.fast.ai/2020/04/13/masks-summary/
* CDC Recommendations for Using Cloth Face Coverings: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html
* User’s Guide to Face Masks: https://www.nytimes.com/2020/04/10/well/live/coronavirus-face-masks-guides-protection-personal-protective-equipment.html

*(The following section is from PNTA Field Safety Protocols Manual)*

FACEMASKS - INSTRUCTIONS AND GUIDELINES

**When used correctly and properly cared for, facemasks:**

* May reduce the spread of pathogens to others by containing your own respiratory and oral droplets and aerosols
* Should be worn even if you feel well — you may be pre-symptomatic, or asymptomatic
* May prevent droplets and aerosols from coming into contact with your nasal and oral membranes
* May help prevent you from unconsciously transferring pathogens from your hands to your face, nose and mouth

**To Put on and Adjust a Facemask:**

First, clean and sanitize your hands

* Cover mouth and nose, making sure there are no gaps; masks should extend under the chin
* If this is the only Pathogen PPE item you are wearing for now, then the final step is to: sanitize your hands again

**To Remove a Facemask:**

1. Handle it by the straps/ ties, only
2. Using both hands, pull the mask up and away from your face
3. Do not touch the front/ exterior surface of the mask
4. Dispose of the mask into a sealed trash or laundry bag
5. Clean and sanitize your hands

**Additional Use Guidelines**

* Never apply a facemask to a first-aid patient who is struggling to breathe
* Never apply a facemask to a first-aid patient who is unconscious
* Do not touch the interior surface of the mask (which contacts your face) and do not allow other surfaces (even the exterior surface of the mask) to make contact with the interior surface if you intend to extend use
* Avoid touching the mask while using it; if you do, clean and sanitize your hands
* Do not wear a facemask below your nose (with your nose uncovered)
* Do not “store” a facemask below your chin between uses
* Do not attempt to wear a facemask while eating or drinking (by pulling the mask aside in between bites/sips)
* Do not remove the mask until you are prepared to clean and sanitize your hands immediately afterward
* Replace a mask if it is damaged or deformed, or otherwise no longer stays in place and seals over the nose and mouth, you touch or otherwise contaminate the interior surface with bodily fluids or it becomes damp, dirty, and/or difficult to breathe through

Appendix B

**Disposable Gloves**

* To remove disposable gloves: a) Grasp the outside of one glove at the wrist. Do not touch your bare skin. Peel the glove away from your body, pulling it inside out.
* Hold the glove you just removed in your gloved hand.
* Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
* Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
* Dispose of the gloves safely in a ziplock bag. Do not reuse the gloves.
* Clean and sanitize your hands.

Appendix C

**COVID-19 Kits**

*COVID-kit items will be in a separate sealed bag and should only be used in case a patient needs to be assessed or treated for a suspected infection.*

**COVID-19 First-aid Kit**

*Each crew will be equipped with a supplemental COVID-19 first-aid kit for attending to suspected cases of COVID-19 infection.*

❑ (1) 1 bottle hand sanitizer

❑ (2) Cloth/surgical facemasks (to be worn by patient and first-aid provider)

❑ (1) Clear safety glasses (or goggles) for first-aid provider

❑ (4) Pairs nitrile gloves

❑SOAP Note and pen/pencil (for recording and tracking patient’s symptoms)

❑ (1) Thermometer

❑ (1) Extra Battery (for thermometer)

❑ (4) Alcohol swabs

❑ (1) Pack of Tylenol/ Acetaminophen

❑ (1) Pulse Oximeter

**COVID-19 Evacuation Kit**

*Each CCYC vehicle will be equipped with a COVID-19 Evacuation Kit. These items will be in a separate sealed bag and should only be used in case a patient with a suspected infection is being evacuated.*

❑ (2) Large (30–50 gal) trash bags (for containing belongings of patient and first-aid provider)

❑ (1) 1 bottle hand sanitizer

❑ (2) Cloth/surgical facemask (to be worn by patient and driver)

❑ (1) Clear, anti-fog goggles for driver

❑ (4) Pairs nitrile gloves