



## 2020 Fall Planting Covid-Safety Best Practices

The safety of our PHS volunteers, Tree Tenders leaders, and staff is always our top priority. Despite the challenges our communities face during the Covid-19 pandemic, we can carry out our Fall planting by minimizing the risks for everyone involved with your help.

### Basic Principles

At all times we should ensure that we:

- Follow all standard pandemic precautions  
Masks! Social Distancing! Frequent Hand-Washing! All that stuff you're used to!
- Minimize the number of people gathered in one space as well the time they're gathered there
- Keep as much activity as we can outdoors
- Stay home if we have symptoms or have had exposure to someone who does or has been diagnosed

### Prior to Planting – For Group Leaders

Advance preparation will be key to keeping everyone safe during the planting.

- Use Zoom, email, and other electronic tools whenever possible for advance planning, sharing assignments, etc.
- Encourage homeowners to do as much prep as possible in advance (see our flier sent by Mindy). You can personalize your flier with your group's contact information or other instructions.
- Ensure you have all of the volunteers you need for your planting (contact us for help recruiting if you need to)
- Encourage households/pods/groups with pre-existing relationships to participate together on planting day – this gives you the flexibility to create teams that will not have social-distancing requirements.
- Develop work flow for planting day in advance, and give clear assignments
- Line up plenty of tools for day-of to limit tool-sharing
- **Get your volunteers to sign waivers in advance (through Volunteer Hub) to eliminate the need to handle physical copies**
- Communicate to all volunteers that they should stay home if they are experiencing symptoms that are connected to Covid or have had close contact with someone who has.

## Tree Distribution – PHS, Leaders, and Volunteers

Our tree pick-up will be back at the Navy Yard (13<sup>th</sup> and Flagship Ave), and PHS staff will organize this portion to maximize everyone's safety. Our warehouse space is large and very well-ventilated.

- We will use a combination of volunteers and PHS staff for unloading the trees from their delivery trucks and sorting by group, but we will cap the number allowed in the building at any given time.
- The Warehouse will be set up for one-way travel, maximum social-distancing, handwashing or sanitation stations, and plenty of ventilation.
- Every group will have the chance to schedule a convenient pickup window, and we will ask you to keep to that window.
- Please minimize number of people present at pickup – bring the fewest you'll need to load your trees and supplies
- Encourage household groups that won't need to social distance if possible
- Use of separate vehicles for un-podded picker-uppers is encouraged, especially those that have to travel long distance
- **Masks covering nose and mouth will be required in the warehouse, and we'll ask anyone entering to confirm they're symptom-free**

## Planting Day(s) – Tree Tenders Leaders and Volunteers

- All planning/assignments should be done outdoors (or in advance via Zoom)
- All participating volunteers **should wear masks at all times** that cover their mouth and nose
- Keep your distance – spread volunteers out so they're not in close contact
- Ask volunteer to confirm they're symptom-free when they arrive at the planting
- Avoid sharing tools; sanitize if necessary
- Household groups should be encouraged for team-based work, especially for close work
- If possible keep people assigned to same role for whole day rather than rotating roles in order to limit interactions across your planting group
- Be cautious with glove usage – latex gloves can offer some protection from Covid, but can easily become cross-contaminated. Work gloves may also be great for working the soil or handling tools, but can not be easily sanitized, so they should be promptly removed when not in use (and hands sanitized). A bare-handed volunteer who sanitizes/washes frequently is likely safer than a volunteer who wears gloves all day.
- Refreshments – stick to individually portioned snacks and water (or encourage BYO)
- Don't forget waivers! Advance signing via PHS Volunteer Hub is best, but we will make paper copies available at the distribution as well (be sure to return the signed copies to us)