

# Groundswell Conservancy Policy

**Name:** Covid-19 Pandemic Reopening Plan

**Approval:** Approved by Executive Committee June 10, 2020

## **Policies and Procedures**

These policies and procedures align with “Forward Dane, phased reopening plan for Dane County during the Covid-19 pandemic, May 18, 2020” prepared by Public Health Madison and Dane County.

Forward Dane allows reopening in a phased approach based upon epidemiological, health care, and public health benchmarks. Groundswell’s office capacity complies with the limits set by Forward Dane for office environments (25% capacity at any one time– 1 person in Phase I; 50% capacity at any one time - 2 people in Phase II; and full capacity in Phase III). For field work and other outdoor activities, Groundswell follows the “low contact recreational activities” described in Forward Dane.

Staff or office volunteers who have reservations about working in the office during Phases II and III should continue to follow the telecommuting guidelines contained in our Personnel Policy or ask the Executive Director for other accommodation.

## **Hygiene**

**Attendance:** Staff and volunteers with fever or other symptoms of Covid-19 are not allowed to be at the office, with donors, landowners, and partners, or on our protected lands. Staff will use sick leave per our Personnel Policy. Staff diagnosed with Covid-19 may be granted additional sick leave at the discretion of the Executive Director (or the President in the case of the Executive Director).

**Handwashing:** While at the office, staff and volunteers should wash their hands thoroughly (with soap for at least 20 seconds) before entering the office and after going to the bathroom. Groundswell provides hand sanitizing fluid at each workstation in the office and in cars (for work assignments out of the office). Staff and volunteers are expected to frequently sanitize their hands.

**Cough and Sneeze Etiquette:** To help stop the spread of germs, staff and volunteers should cover their nose and mouth with a tissue when coughing or sneezing and dispose of the tissue in the trash. Boxes of tissue are provided at each work station. If a tissue is not available, cough or sneeze into your elbow, not into your hands. Wash or sanitize your hands after coughing or sneezing.

**Air circulation:** when possible, office windows will be opened to provide cross-ventilation. For security reasons, windows will be closed when no one is in the office.

## **Cleaning - Office**

Shared office spaces are the Service Area (photocopier/supply cabinets/mail boxes/kitchenette area), the conference table, the front desk, and pathways in between. Sole-occupancy work spaces are individual work spaces.

Each sole-occupancy work space is delineated on the floor by blue tape. These work spaces provide a minimum of 6' distance between each desk. In general, staff and volunteers will not enter delineated sole-occupancy work spaces that are not their own<sup>1</sup>. The front-desk work station is shifted away from the front door.

Points of possible infection in the shared spaces are managed to reduce infection:

- The conference table is marked off with blue tape to restrict maximum occupancy of two people, one at each end. (The extra chairs are moved away from the table.)
- Cabinet doors are removed. Closet doors are fixed in the open position.
- The refrigerator and microwave are unplugged and not available for use. The water dispenser is empty and not available for use.
- The office door is kept open when someone is in the office.
- The following surfaces are disinfected at noon and at closing (per the posted schedule with duties assigned to staff or office volunteers using the office that day):
  - Counter tops in the Service Area
  - File cabinet #4 (where the checks are kept)
  - Office door knobs
  - Photocopier touch surfaces
  - Front desk counter top
  - Service Area equipment including the paper cutter, stapler, and three-hole punch
- The following surfaces are disinfected after each use by the user:
  - Photocopier touch surfaces
  - Service Area equipment including the paper cutter, stapler, and three-hole punch
  - File cabinets #1, #2, and #3
- The following sole-occupancy surfaces are disinfected once daily (by the occupant) (assuming that they have been occupied that day):
  - Phone, mouse, keyboard, and desk top

Trash disposal and recycling. Each staff person is responsible for emptying their own trash and recycling containers. The shared-space trash cans and recycling bins are removed.

### **Cleaning – Field**

Tools are not shared and are disinfected after daily use. Tools may be labeled to designate the user. Handsanitizers are kept in the portapotties.

### **Cleaning in the Event of a Positive Covid-19 Case**

The office is thoroughly cleaned and after cleaning no one is permitted in the office for two days.

### **Physical Distancing**

Staff and volunteers should endeavor to remain at least six feet apart. Staff and volunteers are encouraged to remind each other to stay at a distance. When unable to maintain at least six feet distance, staff and volunteers must wear face coverings. Face coverings are provided by Groundswell, but staff and volunteers may wear their own face covers as long as they cover the

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<sup>1</sup> Exceptions include the need to access archive files (as in Tony's area), the server (as in Heidi's area), the closets (in Jim's area).

person's face and nose and fit snugly. When possible, office meetings of three or more people should be held by video or call conferencing or outside.

**Out of Office Activities**

Carpooling to work sites is not allowed and employees will be reimbursed individually for travel to the same location.

Outdoor activities may not share food or water. Physical sign-in is not required unless tools are used. The number of attendees is limited to six participants including staff.

In-person meetings with donors, landowners, partners, contractors, etc. should be limited as much as possible. Staff should exercise caution about meetings: physical distancing must be observed, the number of participants should be as small as possible, and the setting should be conducive to following these policies and procedures.

**Receipt and Acknowledgement**

I, \_\_\_\_\_, acknowledge that I have received, read, and understood these policies and procedures.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Groundswell Conservancy is accredited by the Land Trust Accreditation Commission. Policies may be updated to reflect changing accreditation standards and practices, as well as changing local organizational needs.