



**Guidance for Volunteers on  
Town of Bolton Conservation Land  
Trail Management and Fieldwork  
(July 14th 2020)**



The Town of Bolton Conservation Commission temporarily required all in person outreach events and work party activities be suspended when COVID-19 was spreading across the United States. The Town of Bolton was able to keep the properties open and accessible to the public. The Conservation Commission instead provided outreach material through the Town Website, on property kiosks to encourage safety measures including limited travel to conservation properties. As more trail users seek opportunities to safely recreate on the Bolton Conservation areas, all cooperative management partners recognize the need to protect trail resources and to provide a safe hiking experience.

The following protocols were originally developed by a task force of Appalachian Trail Conservancy staff, A.T. volunteer leaders, NPS-APPA and USFS staff. The Bolton Conservation Commission manipulated the protocols for use by Town of Bolton. These protocols may be updated periodically when new information about COVID-19 becomes available. This resource is intended to minimize the risk of exposure to the novel COVID-19 virus while staff and volunteers re-engage with trail management and fieldwork activities once these conditions are met:

- Local land management authorities have kept the trails open in the area;
- Staff and Volunteers are clear of symptoms;
- Appropriate Personal Protective Equipment exists and is available for respective tasks

The procedures outlined here are based on evidence that the virus can be contracted through close association with an infected person or by contact with a contaminated surface. The virus can also be transmitted to others even before any symptoms are exhibited. The Bolton Conservation Commission (BCC) is providing this guidance for staff and volunteers to limit the spread of and exposure to COVID-19 in a consistent manner. BCC may offer members additional guidance to minimize risks.

Volunteer activities are optional, and participation is at the discretion of the volunteer. Declining to work on one's assigned work area will not affect a volunteer's current status. Volunteers and staff who fall into a high-risk category are advised to carefully assess travel and work outside their homes, and avoid all activities that could increase exposure to COVID-19.

- All volunteers shall watch, complete questions and send the certificate of completion to the Conservation office regarding the UNH Extension training in order to work on the Town owned Conservation properties: [HTTP://unh.azure.com/jfe/form/SV\\_bKt3FPJwUWXebfn](http://unh.azure.com/jfe/form/SV_bKt3FPJwUWXebfn)
- All volunteers shall provide documentation to attest that they have read the **CDC guidelines** regarding underlying conditions that would put them at high risk of severe illness, and to participate in an activity only if they have determined that participation will not unduly jeopardize their safety.
- All volunteers shall wear a face covering following CDC guidelines (covering nose and mouth) at all times while working on the property.
- Update the template the organization uses for work-party rosters to include a statement acknowledging review of above guidelines from CDC and their determination to participate.

- All work party events and trail walks on conservation properties shall be approved by the Conservation Commission and or its Agent one week prior to the event date.
- All events will be capped at <10 participants.
- Volunteers shall be assigned pre-determined work areas that are more than 20' apart.
- Only individuals of the same household shall work in the same pre-determined work area.

## **Volunteer and Staff Management Considerations for Field Work**

### **1.1 General Recommendations for Work (Phases 1-3)**

Volunteers, Clubs, and staff leading work groups should:

- Volunteers and staff who have a fever, symptoms, **or** have had exposure to a confirmed case within the 14 days prior to a work party, should remain at home and not participate in the work day.
- If a volunteer or staff member from a work trip receives a positive diagnosis of COVID-19 within 14-days after a work trip, that volunteer is required to disclose this to their work trip leader within 24-hours of discovery.
- Advise participants on work events that if they do become ill following a workday to notify you as leader so you can communicate to others who may have been in recent contact.
- Determine any gaps in trail management areas due to volunteers' decisions to decline work, notify BCC staff, and temporarily reassign the trail section if/as needed.
- Cultivate a community of communication, transparency and empathy where disclosures are shared, managed, and acted upon without any stigma or discrimination.
- Work events in the field for section maintenance or corridor work, by staff and volunteers, should have at least two people as much as possible.
- Beyond the work activity, staff and volunteers should weigh the risk of potential exposure by traveling to the Trail. When traveling to or from the Trail for work trips, avoid and generally minimize stops for food, gas, restrooms, etc.
- One person or household per vehicle. No ride sharing except in specific circumstances where all participants shall wear a face covering (nose/mouth).
- Keep disinfectant wipes and hand sanitizer in the vehicle as an easy and effective preventive measure to disinfect all touchpoints before and after use, including door handle, key fob, steering wheel, inside door buttons, seat belts, arm rests, gear shifters and touchscreens.
- Have disinfectant wipes handy for wiping down the gas pump handle and the payment keypad before pumping.
- Carry disposable nitrile or latex gloves in your car to use when gripping the pump handle and using the keypad. Short of that, use paper towels that are available at the pump or have some with you to cover your hands when you grip the handle.
- Invert the gloves and throw them away, and also any paper towels you might have used.
- Use hand sanitizer to make sure your hands are clean after you're done and before you get back into your car.
- Wash hands immediately upon returning home.