



COVID-19 SAFETY OFFICE POLICY

STAY HEALTHY

Do not go to work or on the trails if you exhibit symptoms such as fever, cough, shortness of breath and/or body aches. If you have been exposed to someone you know/suspect has COVID-19, follow all CDC recommended steps, including staying home, contacting a medical professional and self-isolating for 14 days.



SELF ASSESSMENT

Employees are required to complete a self-assessment before going to work.

The form can be found at

<https://www.surveymonkey.com/r/TARTCOVIDDAILY>

COVER UP

TART Trails will supply non-medical grade masks to all employees and volunteers in the office. Face coverings must be worn by volunteers and staff in the field and in the office (as appropriate).



HAND SANITIZER

TART will provide hand sanitizer with 60% alcohol and EPA approved disinfectants for use on surfaces in TART facilities.



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KEEP PHYSICAL DISTANCE AT 6' APART

Physical distancing of at least six feet from each other is recommended at all times.

WASH HANDS

All staff must regularly wash their hands with soap and water for at least 20 seconds and must use gloves where appropriate and available.



DISINFECT

Wipe down and disinfect all surfaces you come in contact with, including but not limited to desktops, printers, light switches, doorknobs, etc.



FIELD WORK

When traveling to and from meetings or fields sites, bike or walk if possible. If driving, arrive individually. General safety and COVID-19 safety guidelines should be followed.



REMOTE WORK

Meetings should be conducted remotely as a first option. If participating in an in-person or field meeting, physical distancing and COVID-19 guidelines must be followed.



YOU ARE A PRECIOUS RESOURCE.
PLEASE STAY SAFE.

SEE COMPLETE POLICY AT [TRAVERSETRAILS.ORG](https://traversetrails.org)
CONTACT: [JULIE@TRAVERSETRAILS.ORG](mailto:julie@traversetrails.org)