



TART Trails

Preparedness & Response Plan for Workplace Reopening

In an effort to keep employees, volunteers, supporters and the community healthy and safe, TART Trails has established the following safety guidelines and protocols to be implemented both at the office and in the field. First and foremost on our minds is the health and safety of you and your families. These guidelines will be reviewed and adjusted as more information is gathered and direction provided from the Grand Traverse County Health Department and the State of Michigan.

Baseline Safety Protocols

TART Trails will implement the following basic infection prevention measures and policies as described below:

First Line of Action

- Do not come to work if you are sick, exhibiting any symptoms (i.e., fever, cough, or shortness of breath), or have been in contact with anyone who has or may have been exposed to COVID-19. Notify your supervisor and stay home. If you become ill, please notify your supervisor. Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. There are COVID-19 sick and family leave policies in places as of April 1, 2020. We want to be sure the health and safety of your family and our community comes first.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- The TART offices will be closed to the general public. Office visits can be scheduled by appointment or accommodated for deliveries. This information will be posted on the website.

Coming into the Office

- Employees, including volunteers, are required to complete the [self-assessment](#) before coming into work or heading to the field if they will be with the public or incidental contact may occur. This is a requirement of the [Grand Traverse County Health Department Emergency Order \(GT-2020-01\)](#). If you answer yes to any of the assessment questions, please contact your supervisor.

Working in the Office

- TART Trails will provide non-medical grade masks for all office workers, including volunteers. Masks must be worn when inside in a common area (officer, foyer, kitchen,

etc). Masks should be worn by those able to when in the field and working with others and incidental contact may occur or physical distancing isn't possible.

- On-site contractors (i.e., contractors working on trail or in the office) must supply their workers with masks.
- Meetings should be conducted remotely as a first option. If participating in in-person or field meetings, apply physical distancing and safety measures for COVID-19, including wearing a face covering and being in a space with ample room (outside is preferable).
- Ensure physical distancing of 6 foot separation before, during and after work, at entrances and exits, in elevators and stairwells, in common areas, moving throughout the workplace, and during meetings.
- Wash your hands frequently (you know the drill - 20 seconds, soap & water) - before and after you leave the office and throughout the day as necessary. Remember to follow basic hygiene protocol - sneeze into your elbow, use a tissue, don't touch your face.
- Wipe down and disinfect all surfaces you come in contact with, including but not limited to desktops, printers, light switches, doorknobs, etc.
- TART will provide hand sanitizer for the office with 60% alcohol and EPA approved disinfectants for employees to use on surfaces.
- Now's not the time to share food. Bring your lunch/snacks and utensils in and out of the office with you. Be sure to properly wipe down the kitchen if using the shared space. Label your food in the refrigerator and be sure to wipe down any surfaces you come in contact with.
- Employees are encouraged to continue to work remotely at this time, but office work is allowed. No more than 10 people at a time are permitted. Scheduling priorities will be applied to support those with health concerns or caring for others with health concerns. Please use your Google calendars to indicate when you are planning to be in the office.

Field and Out of Office Protocols

- When possible, continue to engage in remote meetings. When traveling to and from meetings or field sites, bike or walk if possible. If taking BATA, wear face coverings and use hand sanitizer. If driving, arrive individually.
- Standard safety protocols must be applied when working in the field. Additionally, physical distancing should be practiced to the extent possible. All PPE should be worn when conducting trail work and fit properly. Face coverings must be worn when working in the field and physical distancing isn't possible.
- Tools and equipment should not be shared if possible. If equipment is used by more than one person, proper disinfection procedures should be used before and after use.
- When entering or exiting a building, all surfaces should be wiped down with disinfectant
- Alert TART staff if any additional tools or PPE are needed.
- TART Trails will supply non-medical grade masks to all Maintenance Ambassadors, including Leelanau Trail Crew volunteers and Vasa Trail groomers. Hand sanitizer, disinfectants, tissues, gloves and masks are available for office, Vasa barn and LT crew

- Travel for business will be restricted at this time and limited to essential travel only.

If An Employee Gets Sick

- When an employee is identified with a confirmed case of COVID-19, within 24 hours TART Trails will notify both:
 - The local public health department and
 - Any coworkers, colleagues, donors, or volunteers who may have come into contact with the person with a confirmed case of COVID-19.
- If an employee at the office tests positive, the office will be closed and cleaned. Staff will be asked to work remotely until such time as it's determined safe to reoccupy the space.

Employee Wellness

TART Staff and Volunteers are our most valuable resources. We care about you and your family and want to be sure you have the resources you need to stay happy, healthy and active. The following resources are available for that reason.

- TART Trails has [COVID-19 sick and family leave policies](#) for employees in place to ensure the health and safety of your family and our community comes first.
- This has been a stressful few months and it's understandable if you feel general unease or anxiety. Please take measures to make sure you're accounting for your own mental and physical health. That can include taking personal days as you need them to care for yourself and your family.
- Have questions or feel uncomfortable about a policy or protocol? Share your concerns with your supervisor or Julie. We're learning and evolving together on this and safety is the first priority.
- **Northern Lakes Mental Health Crisis Line** is available to everyone and a crisis is self-defined – you determine if it is a crisis. No one is denied access to crisis services and there are no out of pocket costs. You can receive crisis services by calling 1-833-295-0616 at any time, 24 hours a day, and seven days a week.
- **211** provides callers with information about and referrals to the following social services for every day needs and in times of crisis. You can connect to the following resources by dialing 2-1-1 or visiting the website.
 - **Basic Human Needs Resources** – including food and clothing, shelters, housing, utility assistance.
 - **Mental Health and Health Resources** – including counseling, support groups, drug and alcohol treatment, health insurance programs, Medicaid and Medicare, maternal health resources, health insurance programs for children, medical information lines, clinics, and hospitals.
 - **Older Adults and Persons with Disabilities** – including adult day care, community meals, respite care, home health care, transportation and homemaker services.

- **Children, Youth and Family Support** – including child care, after school programs, educational programs for low income families, family resource centers, and recreation programs, mentoring, tutoring and protective services.

Contacts

- Julie Clark is the point of contact for staff
- Kate Lewis is the point of contact for volunteers

Resources

Below are more detailed resources and recommendations for your information and use

How to Wear a Mask

HELP KEEP YOURSELF SAFE

CDC ISSUES NEW CLOTH MASK GUIDELINES
The CDC now recommends everyone wear cloth mask while in public. Here are some dos and don'ts to help keep you and your family safe

DO	 wear mask when running essential errands	 practice social distancing, even with the mask on in public	 take the mask off by the ear elastic when you get home and wash it as soon as possible	 wash your hands for 20 seconds after removing the mask and on a regular basis
	DON'T	 touch the mask without washing your hands	 play with the mask while wearing it	 take the mask off by grabbing the center fabric near your mouth and nose

FOR THE LATEST INFORMATION VISIT: [KCMO.GOV/CORONAVIRUS](https://www.kcmo.gov/coronavirus)

CDC on recreational facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/index.html>

CDC Cleaning Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>