

BHCP Guidance for Site Visits in Response to Covid-19 8.27.20

Columbia Land Trust and Portland Audubon are committed to ensuring a safe work environment for staff, contractors, and the public. We recognize that the conditions and response to COVID-19 is a constantly changing situation and we will do our best to follow current guidelines from the state of Oregon and the Oregon Health Authority. Per Executive Order 20-12, all contractors must observe social distancing policies to enforce policies compliant with the Oregon Health Authority. We want to make it clear that contractors who are unable to complete work during this time period in compliance with Oregon executive order 20-12 will not be penalized in current or future decisions regarding contractor selection.

Supplies needed:

- Face mask
- Hand sanitizer

Protocols:

- Include in the scheduling email:
 - Let the participant know it's up to them whether they prefer to schedule a site visit now or wait until later.
 - If they'd like to schedule now, let them know they can choose from an outside-and-distanced visit (if you're comfortable with that) or a visit where they stay inside their home.
 - Let them know you'll be calling them while you're in their yard. If you prefer to them afterward that's ok, just make sure to already have the call scheduled when you do the site visit or they may never follow through with the call.
 - Offer days/times you'd be available to do the site visit.
 - If they'll be staying inside during the visit, feel free to ask them if there is anything in particular they'd like you to focus on while you're there.
- During the site visit:
 - Wear a mask. Even if they're inside, this shows concern for the health and safety of both you and the participant. It will also help keep you protected if the participant comes outside or if there is a neighbor nearby while you're doing the visit.
 - Apply hand sanitizer (see tips below) before setting down the resource packet and in-progress sign.
 - Apply hand sanitizer after returning to your car if you touched anything.
 - NOTE: You do not need them to sign the Assessment Form during this time. We've added the liability language at the bottom of the form to the enrollment page, so most people will be reading and agreeing to those terms during the enrollment process. We'll resume collecting their signature on the form once it's safe to do so.
- After site visit:
 - Email them the Site Report

- If you offered to call them after the visit for the verbal portion of site visit, call them to carry out that part:
 - Review the Resource Packet together (stay consistent with points covered during “standard” site visits)
 - Review the Site Report if you’ve already sent it
 - Review next steps (Note: Certification visits have resumed but there is a substantial backlog so it’s taking longer than usual.)

Tips for buying and using hand sanitizer:

- When shopping for hand sanitizer, make sure you choose a sanitizer that contains between 60-95% alcohol. Also, when you use hand sanitizer, make sure you do so the right way. Generally, apply the liquid to the palm of one hand. Then rub it all over both hands until the sanitizer dries. This takes about 20 seconds. Be careful not to wipe the sanitizer off before it’s dry. Doing that can make it not as effective in killing germs.
- Using hand sanitizer frequently can make your hands very dry. If that happens, make sure your hands are dry, then apply lotion.
- Remember, hand sanitizers won’t get rid of all germs on your hands. And you shouldn’t use sanitizers if your hands are greasy or dirty. There is no substitute for soap and water.

See sample scheduling email dated 7/20/20