WWU Phase 2 Excursions Plan

General Guidelines:
All procedures have been adopted from the Covid-19 Field Course Protocols (version updated on 8/25/2020) and the Outdoor Center Covid-19 Operations Plan.

COVID-19 Site Supervisor:
• As a prerequisite for leading trips this year all student Trip Leaders are required to complete the site supervisor training via canvas. No staff member is eligible to lead any trips until there is confirmation of course completion.
• For the Outdoor Center Excursions programs, the Site Supervisor will be the student staff member designated as the Head Trip Leader.

COVID-19 Prevention Training:
• As required all Trip Leaders and clients will be required to complete the COVID-19 prevention training before working or participating in any programs
• The Trip Leaders are required to take the COVID-19 prevention in the workplace training.
• The Outdoor Center Programs Coordinator will verify completion of this training prior to being assigned to any programs.

Trip leaders must:
• Staff members are required to wear a face covering when working with participants especially when 6’ physical distancing cannot be consistently maintained, whether inside or outdoors.
  o If a participant has a health condition or circumstance that makes wearing a face covering difficult or dangerous, they should advise the trip leader before the trip begins.
  o Remove face covering by grasping ties or elastics of the covering and remove from face without touching the front of the covering. Individuals should be careful not to touch their eyes, nose, and mouth when removing their facial covering.
  o Place face covering in zip lock bag for washing later.
  o Immediately wash or sanitize hands after removing face covering and securing in bag.
  o Face coverings should be routinely washed depending on frequency of use, hand washing with soap or a washing machine should suffice.
  o Course leaders and students should use a minimum of 1 clean face covering per day.
• The use of disposable latex/non-latex gloves will be provided when handling all equipment.
  o Please note: Some healthcare professionals say gloves do not give you an added layer of protection and may provide a false sense of security. However, gloves are helpful if they remind you to not touch your face.
  o Gloves should be worn in public when handwashing or sanitizing is not readily available.
When removing gloves remember **glove to glove, skin to skin.**

- Staff members will be required to disinfect their hands before working.
  - Hand sanitizer and hand washing use.
- Trip leaders will be screened the night before working with the Outdoor Center utilizing [Westerns Employee Symptom Attestation form](#).
  - If an Outdoor Center staff leading a trip indicates any symptoms of Covid-19 during the pre-screening than an alternate Trip Leader will be selected.
- Trip Leaders will send a copy of this Excursions Covid-19 Guidelines to all registered participants.
- All paperwork and release forms are to be done online before trip goes out.

**Participants must:**

- Wear a face covering (nose & mouth) when 6ft distancing cannot be consistently maintained.
- PPE will be supplied if participants do not have any.
- All participants are required to keep 6ft distancing whenever possible.
- Every participant must complete a [student symptom attestation sheet](#) the night prior to the trip. The Outdoor Center will have a zero tolerance policy for symptoms exhibited by staff or participants.
  - If a participant indicates any symptoms of Covid-19 on the attestation form, they will not attend the excursion and be offered a spot on a similar future trip.

**Symptomatic Occurrences:**

- If symptomatic, an employee should report their condition to their Supervisor, who then reports to HR. HR will report this to the University’s Medical Director, per section 2 of the [communicable disease policy](#).

**All Trips**

- Contain no more than 5 people (1 instructor, 4 participants).
- Start in a place with public transport or human powered transportation for all ability levels.
- Carry a Covid-19 Safety Kit with the following items.

<table>
<thead>
<tr>
<th>Face coverings¹</th>
<th>Disposable gloves</th>
<th>Hand sanitizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disinfecting wipes</td>
<td>Tissues</td>
<td>Disposal bags</td>
</tr>
<tr>
<td>Hand soap</td>
<td>Portable hand washing system²</td>
<td>Safety kit container³</td>
</tr>
</tbody>
</table>

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¹ A cloth face covering that fits snugly but comfortably against the side of the face, is secured with ties or ear loops, includes multiple layers of fabric while still allowing breathing without restriction and can be washed, laundered and machine dried without damage or change to shape
² 5-gallon bucket with lid, water container with spigot, hand soap in sealable bag or container, disposable paper towels or napkins for drying
³ A sealable plastic box or small tote with all necessary safety kit items in sufficient quantities for the duration of the field course work
Vehicle Guidelines: All vehicles will be disinfected after each Excursion in preparation for the next trip.
  • Occupancy: Maximum of 2

While Driving:
  • Occupants must wear cloth face coverings at all times, unless traveling alone
  • Maximize distance between occupants, sitting diagonally from the other occupant
  • Cover coughs and sneezes with upper sleeve or tissue. Dispose of tissue in a zip lock bag
  • Wash or sanitize hands before and after riding in the vehicle.
  • Disinfect frequently touched surfaces in the vehicle before and after each use
  • Avoid using the recirculated air option for the vehicle’s ventilation during passenger transport. Use the vehicle’s vents to bring in fresh outside air and/or lower the vehicle windows
  • Individuals at higher risk of illness (older adults or those with serious underlying medical conditions) should consider traveling alone in a vehicle
  • A safety kit container and a portable hand washing system or hand sanitizer must be in each vehicle and readily available

Getting Fuel:
  • Plan ahead to minimize the number of fuel stops
  • Use disinfecting wipes and wear disposable gloves
  • Avoid unnecessary stops where you are more exposed to other people

Excursions Coordinators will initiate Covid-19 Field Course e-sign form and route to the Course Leader (the Head Trip Leader) who will then forward to the Chair (paul.mueller@wwu.edu)
  • This form must be completed and signed off by everyone in the chain of command before the trip departs.

Restrooms:
  • Use public rest areas where appropriate adding extra precaution
  • Use disinfecting wipes to clean/disinfect any frequently touched surfaces
  • Wash hands thoroughly after and use paper towel to open restroom door on exiting

Food Guidelines:
  • Both participants and staff members will be required to bring their own food if desired and the Outdoor Center will not provide any food on Excursions.
  • If social distance is maintained than participants may remove their mask to drink, eat or snack during the trip as long as they can maintain 6ft distance from everyone.
  • If getting food from a local spot, take extra precaution and order the food to-go
  • Call the restaurant ahead of time and ask “How is your staff reducing the risk of Covid transmission between themselves and their customers?”
  • If possible, transfer the food to a different container and wash hands before eating
  • Make sure to sanitize and wash hands before consuming any food items and try to use utensils to minimize hand to mouth contact
  • DO NOT share food or drinks with others

The trip will start and end so that participants can safely travel home
Sea Kayaking:
Meet participants at locale. Hand sanitizer will be provided at launch site and will be on TL’s at all time. Max of 5.

Trip Set Up
- Trip Leaders will clean, move, and store Kayaks.
- Get wet suit sizes by email before Trip, take out appropriate gear.
- Two staff members will be required for prepping and moving kayaking gear.
- Move kayaks to launch keeping a minimum of 6ft distance between each boat.
- All participants gear will be laid inside or next to their kayaks.
- All members of excursion will have a secondary mask that will be kept in a safe and dry place in case the first mask gets wet for any reason. Once this secondary mask is in use by any member, the trip will return to the launch site.

During Trip
- On water boats will remain within a safe range.
  - Staying compact enough to be seen by large vessels (i.e. ≤ a car length away).
  - Masks will be worn on water by Trip Leaders and all participants.
- Emergencies
  - Sharing of gear (paddles, floats, PFD’s etc.) can happen at the Trip Leaders discretion.
  - Hypothermia:
    - Participants will be asked to bring their own extra set of clothes to supplement the hypothermia kit.
    - All clothing in the hypothermia kit will be laundered before each trip goes out.
    - Instructors will bring a stove and extra water in order to limit the need for three-person hypothermia wrap scenarios.
  - Environmental Dangers:
    - Instructors are to consider Covid-19 as a yellow flag when making risk management calls on and off the water.
    - Trip leaders will act to keep participants safe from immediate threats which may supersede Covid-19 guidelines.
  - Other Boat Traffic
    - Give more room than normal for other boats to navigate around you and make sure the pod is always well kept and cannot be travelled through.

Post trip
- Participants will leave gear in kayaks and change into normal clothes
- TL’s will wear gloves to collect all gear and return it to the Outdoor Center.
- Gear will be cleaned and sanitized as per our Gear Cleaning Guidelines.

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4In accordance with our WMTC Medical Procedures
Trip leaders will compile lists of all the risks associated with the activity they are in using three categories green, yellow and red. Red means the trip will not go out solely based on that risk factor ex. Consistent whitecaps. Yellow risks are severe but could be appropriately managed with the right expertise and conditions. Green risks are easily managed and low impact risks that are in the instructors and the participants comfortability range. Once a list is compiled a risk management decision will be made with all these factors laid out.
Biking:
Meet participants outside the Outdoor Center. Hand sanitizer will be provided at launch site and will be on TL’s at all times. Max of 5 people.

Trip set up
- Meet participants at the Outdoor Center and have a bike fitting station with one gear tech present to help size bikes outside of the Outdoor Center.
  - As tools and supplies are used, they will be stored on a used tool tray in order to ensure that they can be disinfected before they are used by anyone else.
- Participants are encouraged to bring their own bikes to reduce shared gear.
  - If this is the case and they need to alter their bike in any way:
    ▪ They will be provided with a pair of gloves that will be required until they are finished servicing their bike to reduce possible transmission from using tools
    ▪ Bike technicians will not be permitted to work on customers bikes at any time
    ▪ They can provide verbal support and support the customer in locating tools/items that may be needed while maintaining at least 6ft distance from customer
    ▪ As tools and supplies are used, they will be stored on a used tool tray in order to ensure that they can be disinfected before the next customer arrives
- Anytime the gear tech or OC employee is handling shared gear to be given to or worn by participant's gloves will be worn and hands will be washed.

During Trip
- In City: Trip leader and participants are to keep masks on and stay in-close proximity in order to limit possible car/bike collisions.
- Out of City: Trip leaders and participants are allowed to remove masks on empty roads, when consistently well-spaced apart (>20’)
- Trails will be followed in accordance with Whatcom Mountain Biking Coalition guidelines
- Masks will be worn at all times while mountain biking
- At stops form a loose packed group to conserve 6ft distancing, masks required.
- In case of Environmental risks:
  - Trip leaders will make calls based on conditions using Covid-19 as a yellow flag
  - Trip leaders will act in an effort to keep participants safe from immediate threats which may supersede Covid-19 guidelines
- In case of a bike mechanical failure:
  - Trip leaders will bring a sanitized repair kit that can be sanitized on the trip for multiple uses (using disinfecting wipes)
  - Trip leader will hand off the repair kit to participant and will verbally instruct through repair. Conserving 6ft distancing
  - After use of repair kit all used instruments will be disinfected and placed back into the bag.
- In case of first aid
  - Trip leaders will use their first aid certifications per their trainings and notify the emergency services if they deem it needed
  - Covid-19 will be thought of as an environmental risk and probability and severity of that risk will be examined during the Patient Assessment System that is standardized by the Wilderness Medicine Training Center
Post Trip:
- Gear will be returned to the southerly bike racks at the OC and Trip Leaders will clean and store equipment per our Gear Cleaning Guidelines

Climbing:
Meet participants at the green above the commissary. Hand sanitizer will be provided at site and will be on TL’s at all time. Max of 5 people.

Trip Set Up
- 2 Instructors are required for the set up
- Prior to participant arrival trip leaders will:
  - Set all routes.
    - The Belayer will first grab their end of rope, walk away and set up a station for themselves were they can catch any falls, then the climber will grab the rope and tie in
  - Get participants sizes by email and pull appropriate gear per size
  - Bring all required gear to the climbing sight and lay each participant’s gear out by individual in piles that are six feet apart.

During Trip
- Without contact or breaking social distancing assist participants with sizing and putting on gear.
- Lessons and instructions will take place before anyone climbs
- The only shared piece of gear will be the rope that participants are using to climb
  - Hand-sanitizer will be used before and after interacting with the rope by all trip members
- Instructors will walk around and double check the belayer and climber from a distance asking them to prove the system physically. Then climbing will commence.
- Secondary belays will be done by grabbing the belayers lazy end and holding it at a distance from the belayer while staying supported in case of falls.
- In case of first aid
  - Trip leaders will use their first aid certifications per their trainings and notify the emergency services if they deem it needed
  - Covid-19 will be thought of as an environmental risk and probability and severity of that risk will be examined during the Patient Assessment System that is standardized by Wilderness Medicine Training Center
- In Case of Environmental risks
  - Trip leaders will make calls based on conditions using Covid-19 as a yellow flag
  - Trip leaders will act in an effort to keep participants safe from immediate threats which may supersede Covid-19 guidelines

Post Trip
- Participants will take off and leave all climbing gear
- TL’s will collect all gear and return to the Outdoor Center using gloves and proper protection
- Trip Leaders will clean all gear per our Gear Cleaning Guidelines
**Hiking**
These trips are short part day excursions into the immediate landscape. Max of 5 people

**Trip Set Up**
- Trip Leaders will meet up with their participants in a predetermined spot that satisfies our general guidelines.

**During Trip**
- In case of other travelers our group should get off trail if the other group is bigger or if there are durable surfaces to move out of the way on. Otherwise the other hikers should get off trail. If the other hiker does not appear to be getting off trail our group should step off.
  - Whatever decision is made proper social distancing procedures will be followed
- Stopping and meeting spaces should be in parking lots, outlooks, or other large open areas.
- The trip leader will set the pace and stay cognizant of the group’s cohesion. The stop light system\(^5\) should be used to slowdown and stop in order to prevent crowding on the trail.
- In Case of Environmental risks
  - Trip leaders will make calls based on conditions using Covid-19 as a yellow flag
  - Trip leaders will act in an effort to keep participants safe from immediate threats which may supersede Covid-19 guidelines
- In case of First Aid
  - Trip leaders will use their first aid certifications per their trainings and notify the emergency services if they deem it needed
  - Covid-19 will be thought of as an environmental risk and probability and severity of that risk will be examined during the Patient Assessment System that is standardized by the Wilderness Medicine Training Center

**Post Trip**
- Wash hands and any surfaces that were touched
- Clean and put back first aid kit

**Whatcom Falls Adventure**
Spending time at Whatcom falls in wetsuits enjoying the last of the warmth and swimming around with a max of 5 people.

**Trip Set Up**
- TL will email and get wet suit sizes from participants.
- TL will set up and place gear in separate piles per participant

**During Trip**
- Bathrooms will be used in accordance with General Guidelines.
- In case of First Aid
  - Trip leaders will use their first aid certifications per their trainings and notify the emergency services if they deem it needed

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\(^5\) Similar to red light green light as a kid green is normal speed, yellow is slow, red is stop. This system will allow the leader to keep the group as a cohesive unit without the classic traffic jams and caterpillar-ing you find in all modes of transportation.
Covid-19 will be thought of as an environmental risk and probability and severity of that risk will be examined during the Patient Assessment System that is standardized by the Wilderness Medicine Training Center.

- In Case of Environmental risks
  - Trip leaders will make calls based on conditions using Covid-19 as a yellow flag
  - Trip leaders will act in an effort to keep participants safe from immediate threats which may supersede Covid-19 guidelines

Post Trip
- Participants will return gear to TL
- TL will clean gear in accordance to the Gear Cleaning Guidelines

Wellness Trips + Yoga
Wellness trips should be a mix of the above with more down time and more relaxing intentions. As such all activities will keep 6’ distance and require masks as well as apply themselves to any like activity above.

  - Max of 5 participants total (ex 1 yoga instructor and 4 participants)
  - Participants will be required to pre-register for the class to ensure proper capacity is not exceeded
  - Participants will be asked to bring their own gear needed for the activity and to maintain social distancing and mask wearing

Club and On-campus trips
We are offering our services to clubs and ResLife in a manner that will allow them to put together their own trips with the people they live with or that are in their bubble for ≤ 5 people.

  - Trips will be sent with instructor, if we deem the trip safe.
  - A trip leader or equipment technician will be there to check out and in gear
    - They will keep a distance of 6ft away and wear a mask.
    - Participants will unpack and lay out all the gear.
    - Staff will use gloves to transport all gear to appropriate cleaning areas.
  - All gear will be cleaned before and after the trip goes out according to the Gear Cleaning Guidelines.

Gear Cleaning Guidelines

- All Staff will be provided gloves, safety glasses and masks for cleaning used equipment
- After the equipment is returned to the Outdoor Center items will be cleaned and sanitized using a Protexus electrostatic fogger.
- The solution utilized in the fogger is an EPA approved product called PURTAB
- If other solutions are more applicable for the surface then staff can use
  - Cleaning Solutions: to remove dirt and grime
    - Soaps
    - Detergents
  - Disinfecting solutions: to kill germs
    - Bleach:
      - Use within 30min of exposure to air
      - Let hard nonporous surfaces soak for 60 seconds
• Mix 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
• Alcohol based cleaners
  • Solutions need at least 70% alcohol.
  • Let set for 30sec
• Peroxide
  • 3% solution
  • Let set for 1min
• Hard (non-porous) Surfaces:
  • Clean dirty surfaces using a detergent or soap and water prior to disinfection
  • Disinfect surfaces
• Soft (porous) Surfaces (e.g. carpets, rugs, fabrics, and washable gloves):
  • Clean with appropriate cleaners indicated for use on the surface type
  • Launder items in accordance with the manufacturer’s instructions
• Staff will spray down used equipment and store in the outdoor cage.
• Upon sanitization, items must remain in the cage for a minimum of 1 day to allow the cleaning solution to take full effect. (The normal time of effectiveness is within 8 minutes)
• The following day, items will be returned and stowed in the Outdoor Center for future use