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## Volunteer-Led Activities Re-Launch Rubric

### Overview

The following checklist is designed in support of Appalachian Mountain Club Volunteers and Volunteer Leaders as defined by AMC's Leadership Requirements & Guidelines as they prepare to relaunch AMC Volunteer and Volunteer-led Activities during the COVID-19 crisis. Given the emergent nature of the crisis Volunteers and Leaders must be prepared to move fluidly between phases on short notice as directed by Chapter and Organizational leadership. Leaders will be notified of any phase changes via the volunteer newsletter.

Decisions will be made based upon emergent and actionable directives from the CDC and WHO as the COVID-19 crisis evolves with decisions to shift phases resting with AMC's Volunteer Relations and Risk Management teams in consultation with the OLDC whenever possible.

### Process of Compliance

Volunteers and Leaders should use the appropriate checklist for the current organizational phase to assess the feasibility of any potential activity. Volunteers can engage in their activity once all criteria have been met, and Leaders may move forward with listing or updating the Activity in the ActDB. Activity approvers must be very diligent during this time to confirm that the foundational threshold factors have been met. Some chapters may need to train and deploy additional approvers to support the increased load these individuals will carry for this extended period.

In the interest of protecting volunteer leaders, we must also set expectations and requirements for participants specific to COVID-19. Implementing required registration allows AMC to provide a checklist for participants indicating that they bring their own face covering, food and water, and that they do not attend the event if they exhibit any symptoms of COVID-19. We will also collect contact information to support contact tracing if that becomes an issue.

Activity planners should carefully consider if a chosen location will likely experience high use levels by the general public during the Activity. Leaders should be encouraged to avoid popular areas or schedule the Activity for non-peak times.

As a rule, this is a time for a conservative approach to decision-making throughout the trip planning process. When there is any question about a decision don't hesitate to reach out for support or by default select the most conservative route.

Please direct any and all questions to:

Risk Management & Leadership Training: [leadership@outdoors.org](mailto:leadership@outdoors.org)

Volunteer Relations: [volunteerrelations@outdoors.org](mailto:volunteerrelations@outdoors.org)



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### Phase One: Independently Working Trail Volunteers, Volunteer-led Trail, and Volunteer-led Camps & Cabins Maintenance Activities



#### Foundational Threshold: All factors must be met

Local and regional stay at home orders have been lifted in the state(s) where the Activity is taking place. For example, a trip offered by a MA Leader that takes place in NH must have stay at home orders and advisories lifted in both states.
The land management agency in the area of operation has lifted group use restrictions including access to trailheads, trails, facilities, and restrictions on volunteer activities.
First aid kit contents must include three (3) pairs of medical grade gloves for use during emergency medical events and an extra face covering.
Leader(s) must assess their proposed activity to confirm that the approach they will implement will enable participants to maintain adequate social distance per CDC guidelines and accepted practice per best available information from start to finish apart from emergency events.
The Activity may include overnights at campgrounds or other lodging facilities where contact groups* can be bunked together and adequate social distancing as currently recommended by the CDC and accepted practice per best available information can be supported.

\*A contact group is a group of individuals who reside or have isolated together at the same residence for over 14 days.

**If all the above foundational threshold factors have been met the Leader(s) may begin deploying the following procedures.**



#### Activity Procedures

Screening: Everyone must notify the organizer of their plan for attendance in accordance with guidelines laid out by their volunteer club unit or staff representative.
Screening: Participants must immediately cancel their registration if they are exhibiting signs and/or symptoms of illness including cold symptoms, cough, chills, muscle pain, headache, sore throat, loss of taste or smell, or fever. Leader(s) must cancel the Activity or identify another individual to take over leadership of the Activity if they exhibit the same signs and/or symptoms of illness as noted above.
Screening: Everyone (including organizers) must sign an electronic waiver ..before the start of the trip that includes screening questions. If a waiver is not completed in advance of the trip they cannot participate.
Screening: Participants must be briefed on the inherent risks of participating in a group activity during the COVID-19 pandemic.
Screening: Participants & the Leader(s) must follow local and regional travel restrictions and recommendations for the areas surrounding both their primary residence and where the Activity is taking place.
Group Management: Group size is capped at 4 including Leaders.



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	Group Management: All participants and Leaders are required to carry face coverings (masks) from the start to the finish of the Activity. In the event that social distancing becomes challenging or a group member shows signs and/or symptoms of illness including cold symptoms, cough, chills, muscle pain, headache, sore throat, loss of taste or smell, or fever all group members are required to don their masks.
	Group Management: In the event that a Leader is notified that a trip participant became ill within 14 days of participating in their event, or the Leader themselves become ill with a confirmed case of COVID-19, the Leader must immediately contact AMC’s Risk Management department to discuss participant notification protocols.
	Group Management: Carpooling or shuttling with individuals outside of a Leader or participant’s contact group* and use of public transportation is not recommended.
	Equipment: Participants must supply their own water bottles, meals, eating utensils, and hand sanitizer with 60% or greater alcohol content. A means by which they can wash their hands with soap and water can be substituted. There will be no group meals during Phase One Activities. Leaders should not bring food or drinks to share either on the trip or after the trip (parking lot).
	Equipment: Before touching any group equipment individuals must wash their hands with soap and water or use a hand sanitizer containing 60% or greater alcohol content.
	Equipment: All group equipment must be cleaned in accordance with appropriate guidelines at the conclusion of the Activity. Procedures and checklists will support this process.
	Leaders must complete the AMC COVID-19 online training.

\*A contact group is a group of individuals who reside or have isolated together at the same residence for over 14 days.

**General Guidance**

1. Reduce physical exertion and be conservative. Participants may have been more sedentary over the last couple of months and wearing a mask during physical activities is uncomfortable and restrictive.
2. If anyone arrives without the required equipment (face covering) be polite and inform them that they cannot participate. Invite them to register for another Activity when they have procured the required PPE.
3. If, at any time over the duration of your Activity participants are unable to maintain an adequate social distance as currently recommended by the CDC and accepted practice per best available information from each other or individuals external to the group (due to terrain or group management concerns) you must turn around and conclude the Activity.
4. Independently working trail volunteers should be prepared for encounters with the public by carrying face covering (see first aid kit requirement, above) and pausing work to allow ample room for the public to proceed past their work location.
5. If parking areas are full, do not park on the adjacent roadway. Cancel or relocate activity to less crowded trailheads.
6. Volunteers should refrain from working on backcountry privies and enclosed shelters until protocols for this work are developed and distributed.



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**Checklist of Additional Leader Equipment**

Hand sanitizer with 60% alcohol content or greater, hand soap.
At least three pairs of medical grade gloves, an extra face covering.
Supplies required to decontaminate all group equipment as per recommended guidelines.

**Phase Two: Volunteer-led Activities in Small Groups Employing Social Distancing Measures**

**Foundational Threshold: All factors must be met**

Local and regional stay at home orders have been lifted in the state(s) where the Activity is taking place. For example, a trip offered by a MA Leader that takes place in NH must have stay at home orders and advisories lifted in both states.
The land management agency in the area of operation has lifted group use restrictions including access to trailheads, trails, facilities, and restrictions on volunteer activities.
First aid kit contents must include three (3) pairs of medical grade gloves for use during emergency medical events and an extra face covering.
Leader(s) must assess their proposed activity to confirm that the approach they will implement will enable participants to maintain adequate social distance per CDC guidelines and accepted practice per best available information from start to finish apart from emergency events.
The Activity may include overnights at campgrounds or other lodging facilities where contact groups* can be bunked together and adequate social distancing as currently recommended by the CDC and accepted practice per best available information can be supported.

\*A contact group is a group of individuals who reside or have isolated together at the same residence for over 14 days.

**If it is determined that all the above foundational threshold factors are met the Leader(s) can begin deploying the following procedures.**

**Activity Procedures**

Screening: All participants must pre-register for Activities.
Screening: Participants must sign an electronic waiver before the start of the Activity that includes screening questions. If a waiver is not completed in advance of the Activity they cannot participate.



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	Screening: Participants & the Leader(s) must follow local and regional travel restrictions and recommendations for the areas surrounding both their primary residence and where the Activity is taking place.
	Screening: Participants must immediately cancel their registration if they are exhibiting signs and/or symptoms of illness including cold symptoms, cough, chills, muscle pain, headache, sore throat, loss of taste or smell, or fever. Leader(s) must cancel the Activity or identify another individual to take over leadership of the Activity if they exhibit the same signs and/or symptoms of illness as noted above.
	Screening: Participants must be briefed on the inherent risks of participating in a group activity during the COVID-19 pandemic.
	Group Management: Group size is capped at 10 including leaders.
	Group Management: All participants and Leaders are required to carry face coverings (masks) from the start to the finish of the Activity. In the event that social distancing becomes challenging or a group member shows signs and/or symptoms of illness including cold symptoms, cough, chills, muscle pain, headache, sore throat, loss of taste or smell, or fever all group members are required to don their masks.
	Group Management: In the event that a Leader is notified that a trip participant became ill, or they themselves become ill with a confirmed case of COVID-19 the Leader must immediately contact AMC's Risk Management department to discuss participant notification protocols.
	Group Management: Carpooling or shuttling with individuals outside of a Leader or participant's contact group* and use of public transportation is not recommended.
	Equipment: Participants must supply their own water bottles, meals, eating utensils, and hand sanitizer with 60% or greater alcohol content. A means by which they can wash their hands with soap and water may be substituted. There will be no group meals during Phase Two Activities.
	Equipment: Before touching any group equipment individuals must wash their hands with soap and water or use a hand sanitizer containing 60% or greater alcohol content.
	Equipment: All group equipment must be cleaned in accordance with appropriate guidelines at the conclusion of the Activity. Procedures and checklists will support this process.
	Leaders must complete the AMC COVID-19 online training.

\*A contact group is a group of individuals who reside or have isolated together at the same residence for over 14 days.



**Checklist of Additional Leader Equipment**

	Hand sanitizer with 60% alcohol content or greater, hand soap.
	At least three pairs of medical grade gloves, an extra face covering.
	Supplies required to decontaminate all group equipment as per recommended guidelines.



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1. Reduce physical exertion and be conservative. Participants may have been more sedentary over the last couple of months and wearing a mask during physical activities is uncomfortable and restrictive.
2. If anyone arrives without the required equipment (face covering) be polite and inform them that they cannot participate. Invite them to register for another Activity when they have procured the required PPE.
3. If, at any time over the duration of your Activity participants are unable to maintain an adequate social distance as currently recommended by the CDC guidelines and accepted practice per best available information from each other or individuals external to the group (due to terrain or group management concerns) you must turn around and conclude the Activity. For example, if high water necessitates close contact, or someone cannot get their boat over a dam, turn back.
4. Screening is going to feel challenging at the start – even for experienced Leaders. It is the Leader’s job to actively communicate procedures and risk. We cannot guarantee that people will not be exposed to COVID-19 on an AMC trip. While we make every effort to maintain physical distancing and appropriate disinfection practices, we must acknowledge the inherent challenges of exposure in a group recreational activity.
5. Independently working trail volunteers should be prepared for encounters with the public by carrying face covering (see first aid kit requirement, above) and pausing work to allow ample room for the public to proceed past their work location.
6. If parking areas are full, do not park on the adjacent roadway. Cancel or relocate activity to less crowded trailheads.
7. Volunteers should refrain from working on backcountry privies and enclosed shelters until protocols for this work are developed and distributed.

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### Phase Three: Supporting Volunteer – led Activity Leaders during a transitional period of reduced restriction.

*In effect: Decisions will be made based upon emergent and actionable directives from the CDC and WHO as the COVID-19 crisis evolves with decisions to shift phases resting with AMC’s Volunteer Relations and Risk Management teams in consultation with the OLDC whenever possible. **30 days notice will be given before a shift to phase three.***

*AMC Reservations: Leaders need to make decisions about whether or not the trip will go ahead as planned 60 days in advance for huts and 30 days in advance for all other AMC staff run lodging. At either the 60- or 30-day mark, if the reservation planned does not align with the current Phase it must be rescheduled, altered, or cancelled. Leaders should call AMC’s Contact Service Center for assistance at 603-466-2727.*



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**Foundational Threshold: All factors must be met**

Local and regional stay at home orders have been lifted in the state(s) where the Activity is taking place. For example, a trip offered by a MA Leader that takes place in NH must have stay at home orders and travel advisories lifted in both states.
The Activity complies with any group use restrictions including group size limitation, access to trailheads, trails, and specific restrictions on volunteer Activities.
First aid kit contents must include two (2) pairs of nitrile gloves for use during emergency medical events and an extra face covering.
Leader(s) must assess their proposed activity to confirm that the approach they will implement will enable participants to maintain adequate social distance per CDC guidelines and accepted practice per best available information from start to finish apart from emergency events.
The Activity may include overnights at campgrounds, or other lodging facilities where adequate social distancing as currently recommended by the CDC and accepted practice per best available information can be supported.

**If it is determined that all the above foundational threshold factors are met the Leader(s) can begin deploying the following procedures.**



**Activity Procedures**

Screening: All participants must pre-register for Activities.
Screening: Participants must sign an electronic waiver before the start of the Activity that includes screening questions. If a waiver is not completed in advance of the Activity they cannot participate.
Screening: Participants & the Leader(s) must follow local and regional travel restrictions and recommendations for the areas surrounding both their primary residence and where the Activity is taking place.
Screening: Participants must immediately cancel their registration if they are exhibiting signs and/or symptoms of illness including cold symptoms, cough, chills, muscle pain, headache, sore throat, loss of taste or smell, or fever. Leader(s) must cancel the Activity or identify another individual to take over leadership of the Activity if they exhibit the same signs and/or symptoms of illness as noted above.
Screening: Participants must be briefed on the inherent risks of participating in a group activity during the COVID-19 pandemic.
Screening: Access to and/or the administration of any variety of the COVID – 19 vaccine is not a component of the screening process for phase three Activities. Leaders may not form a group based upon the vaccine status of group members or Leaders.
Group Management: The COVID – 19 group size limits for the state and land management agency for the regional location the Activity will be operated in must be observed. Indoor spaces must enable physical distancing as currently recommended by the CDC guidelines and accepted practice per best available information.
Group Management: All participants and Leaders are required to carry face coverings (masks) from the start to the finish of the Activity and practice physical distancing as currently recommended by the CDC guidelines and accepted practice per best available



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	information. In the event that social distancing becomes challenging, or a group member shows signs and/or symptoms of illness including cold symptoms, cough, chills, muscle pain, headache, sore throat, loss of taste or smell, or fever all group members are required to don their face coverings. A Leader or participant’s COVID – 19 immunization status or a history of COVID - 19 illness does not exempt them from this requirement during phase three.
	Group Management: Leaders and participants are required to adhere to any local, state or regional face covering mandates in the area the Activity is operating in.
	Group Management: In the event that a Leader is notified that a trip participant became ill, or they themselves become ill with a confirmed case of COVID-19 the Leader must immediately contact AMC’s Risk Management department to discuss participant notification protocols.
	Group Management: When carpooling or shuttling it is recommended that individuals space out as much as possible. Open windows. Turn AC and/or heat fans to the off position as to not recirculate air around the vehicle. N95, KN95 or double masking strategies should be considered by all. A Leader or participant’s COVID – 19 immunization status or a history of COVID - 19 illness does not exempt them from practicing these recommendations during phase three.
	Equipment: Participants must supply their own water bottles, eating utensils, and hand sanitizer with 60% or greater alcohol content. A means by which they can wash their hands with soap and water may be substituted. Please see food handling recommendations below.
	Equipment: Before touching any group equipment individuals must wash their hands with soap and water or use a hand sanitizer containing 60% or greater alcohol content.
	Equipment: All group equipment must be cleaned in accordance with appropriate guidelines at the conclusion of the Activity. Procedures and checklists will support this process.
	Leaders must complete all AMC COVID-19 online training requirements.



**Checklist of Additional Leader Equipment m**

	Hand sanitizer with 60% alcohol content or greater, hand soap.
	At least two pairs of nitrile gloves, an extra face covering.
	Supplies required to decontaminate all group equipment as per recommended guidelines.

1. If anyone arrives without the required equipment (face covering) be polite and inform them that they cannot participate. Invite them to register for another Activity when they have procured the required PPE.
2. It is the Leader’s job to actively communicate procedures and risk. We cannot guarantee that people will not be exposed to COVID-19 on an AMC trip. While we make every effort to maintain physical distancing and appropriate disinfection practices, we must acknowledge the inherent challenges of exposure in a group recreational activity.





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3. Independently working trail volunteers should be prepared for encounters with the public by carrying a face covering (see first aid kit requirement, above) and pausing work to allow ample room for the public to proceed past their work location.
4. If parking areas are full, consider not parking on the adjacent roadway and potentially relocating the Activity to a less crowded trailhead.

### **Group Food Handling Procedures**

1. Identify 1 – 2 ppl. to cook and inhabit the kitchen space. Ensure that face coverings are always worn while engaging in food preparation or in the kitchen space. Wash hands with soap and water before coming into contact with food or cooking instruments. Consider providing gloves for individuals who will be preparing food.
2. Prepared food should be distributed by the individuals cooking. Do not contaminate group food through contact with a personal utensil, plate, or finger/hand. Ensure that all group members wash hands before food is served and don face coverings.
3. Face coverings may be removed during meals after serving when participants are practicing physical distancing as currently recommended by the CDC guidelines and accepted practice per best available information.
4. At the end of the meal ensure all pots, pans, personal dishes and cooking utensils are fully decontaminated by rinsing them in a solution of 2 teaspoons of bleach and one gallon of water for at least two minutes. Ensure that all dishes and cookware are dry before using again. Please note: the decontamination solution should not be mixed in advance of use or reused between meals.