

COVID-19 Response - Activities and Events Rubric

Updated March 13, 2020

Effective for programs starting on or after March 9, 2020

Expires March 31, 2020 or when superseded by new guidance



King County Public Health urges residents to follow these recommendations

People at higher risk of severe illness should stay home and away from large groups of people as much as possible, including public places with lots of people and large gatherings where there will be close contact with others. People at higher risk include:

- People 60 and older
- People with underlying health conditions including heart disease, lung disease, or diabetes
- People who have weakened immune systems
- People who are pregnant

Events larger than 250 people are forbidden as of 3/11/2020.

[Events smaller than 250](#) must meet preventative guidelines. While many Mountaineers-sponsored activities do not fall under King County's definition of "event," Mountaineers leaders should strive to meet these guidelines for all activities.

All people should not go out when they are sick.

Resources:

[Latest COVID-19 updates from King County Public Health](#)

[De-Stigmatizing Coronavirus](#)

[Seattle Times Facts about Novel Coronavirus](#)

[King 5 Real Time Coverage](#)

Mountaineers COVID-19 Response Guidance

Mountaineers COVID-19 Response: Guiding Principles

- Our top priority is the health and well-being of The Mountaineers community. As a part of the broader community, our response to the COVID-19 outbreak will also support the overall well-being of western Washington.
- We will make balanced recommendations to protect our community's safety while minimizing the impacts to Mountaineers mission-filling programs and protecting the interests of members, volunteers, and staff.
- We commit to decisive decision-making, transparent communications, and providing actionable guidance and as much support for changes as possible.
- We will show compassion and support for individuals and communities most impacted.

Mountaineers COVID-19 Response: Action Steps

For all events & activities, please review the latest public health guidelines and check in with your volunteers to make sure they are comfortable running the program.

For all events & activities, we encourage you to *minimize* carpooling with people you wouldn't otherwise have day-to-day contact with. While this contradicts our low-impact ethic, in the near term we must prioritize public health.

Mountaineers COVID-19 Response: Decision Making Rubric

Follow the questions outlined below to determine whether or not to move forward with your Mountaineers program:

Do you have volunteers willing and qualified to run the program?

Yes → proceed

No → cancel or reschedule your activity

Have 50% or more of your participants canceled?

No → proceed, and require that all participants who are sick stay home

Yes, and it is a component of a course or series → cancel or reschedule your activity

Yes, and it is a stand-alone event → scale back your event to accommodate a smaller audience, or cancel/reschedule

INDOOR ACTIVITIES/EVENTS

Will your activity/event have more than 12 people?

No → Proceed

Yes, but fewer than 50 →

- Move to online meeting software when feasible
- ONLY if an online meeting is NOT feasible, ensure your space has 4x capacity of your group size and encourage participants to maintain 6' distance between one another.
- For field trips, split into small groups of no more than 12, and avoid intermixing groups

Yes → Cancel, Reschedule, Reduce the size, or move to online meeting software

Is your activity/event overnight or multi-day?

No → Proceed

Yes → Proceed, and follow these steps:

- Have a plan for immediate evacuation/cancellation if one person on the trip becomes sick
- Avoid shared sleeping arrangements (participants should have their own sleeping quarters)
- Schedule time for frequent hygiene practices

Will your activity/event require participants to touch one another?

No → Proceed

Yes, but only occasionally → Proceed, provide hand sanitizer and other protective gear where appropriate, and schedule time for frequent hand washing

Yes, frequently → Cancel or reschedule

Will your activity/event require participants to share gear?

No → Proceed

Yes, and all participants are 14+ → Proceed, provide hand sanitizer and other protective gear where appropriate, and schedule in time for frequent hand washing

Yes, and participants are under 14 → Cancel or reschedule

OUTDOOR ACTIVITIES/EVENTS

Will your activity/event have more than 12 people?

No → Proceed

Yes, but we can stay in relatively isolated groups of 12 or fewer → Proceed

Yes, and we'll all be intermixed all day → reduce the size, cancel or reschedule your activity/event

Is your activity/event overnight or multi-day?

No → Proceed

Yes → Proceed, and follow these steps:

- Have a plan for immediate evacuation/cancellation if one person on the trip becomes sick
- Avoid shared sleeping arrangements
- Schedule time for frequent hygiene practices

Will your activity/event require participants to touch one another?

No → Proceed

Yes, but only occasionally → Proceed, provide hand sanitizer and other protective gear where appropriate and schedule in time for frequent hygiene practice

Yes, frequently → Cancel or reschedule

Will your activity/event require participants to share gear?

No → Proceed

Yes, and all participants are 14+ → Proceed, provide hand sanitizer and other protective gear where appropriate, and schedule in time for frequent hygiene practice

Yes, and participants are under 14 → Cancel or reschedule

Proceeding with your activity/event

If you decide to proceed with your activity or event, or a modified version of it, please take the following steps:

1. Compassionately encourage older adults (typically over 60) and vulnerable individuals not to attend. (Note: The leader should avoid making assumptions about someone's level of vulnerability. We can require sick individuals to stay home, but we can only encourage vulnerable individuals to opt out)
2. Communicate in advance about the importance of refraining from interpersonal contact (hugs, hand shakes, etc). Remind everyone that being within 6' of an infected person for around 10 minutes greatly increases the likelihood of transmission.
 - a. Discuss modifications you'll make from a "normal" activity to aid in meeting this protocol (eg. not congregating in a circle, minimizing carpooling, etc)
3. Explicitly ask participants and other volunteers to self-screen the day of the event, including taking their temperature. Anyone with coughing, shortness of breath, or temperature over 100 must stay home
4. Take steps to ensure proper sanitation is available. This can include:
 - a. Requiring each participant to bring their own hand sanitizer or disinfecting wipes
 - b. Extending lunch/snack times to allow for thorough hygiene practices
5. Take steps to minimize high touch surfaces, and clean/disinfect high touch surfaces. This can include:
 - a. Communicating that you will not share gear, and verifying each participant's self-sufficiency
 - b. Bringing disinfecting wipes for pit toilet door handles

Mountaineers COVID-19 Response Support Systems

General support:

- Recognizing the wide variety of activities we host, we know that even with this guidance some decisions will be ambiguous. Staff are available to help you make a decision about your program. The best staff to reach out to for support are: [Tom Vogl](#) (lodges), [Sara Ramsay](#) (adult programs), [Garrett Arnold](#) (member events or rentals), [Andy Bassett](#) (youth programs), [Becca Polglase](#) (all programs)

Online meeting support:

- The Mountaineers has a Zoom (video conferencing) account available for volunteers who would like to move their event/activity to an online platform. Please refer to our [Zoom Video Tutorial](#) for questions about functionality and complete the [Meeting Request Form](#) to schedule your meeting. We are working hard to schedule online meetings for all who need them.

Re-scheduling support:

- Our facilities staff will provide support to volunteers looking to reschedule events at the Seattle and Tacoma Program Centers. If you want to reschedule a program and it looks like there isn't space, please contact [Garrett Arnold](#) to see if we have any flexibility to move people around.
- For external rentals, we are working to reschedule cancellations at no charge within 180 days. At this time, deposits will not be returned for events that cannot be rescheduled.
- For programs on public lands, please check the relevant [Route/Place](#) information, review our [Facilitated Access Permits](#) page, or contact [Amanda Virbitsky](#) if you have questions or concerns about how land manager or permit regulations will affect your ability to reschedule a program.

Cancellation & refund support:

- If you need to cancel your personal participation due to illness or Coronavirus related issue, or if a program in which you are enrolled is cancelled by a volunteer, you will be given a full refund. You will not be charged a cancellation fee.

- Refunds will be issued by our member services team Monday-Friday from 9am-5pm. Refunded money can take up to a few weeks to show up on your credit card statement.

Support for staff:

- All staff should work from home when it's feasible to do their jobs from home.
- For staff who work most of their normal time directly or indirectly with programs:
 - When programs are canceled, supervisors should work with staff to find alternate work that can be accomplished at home. If that is not feasible, staff should work with supervisors to evaluate whether work can be assigned in the office, provided it is consistent with then-current public health recommendations.
 - When non-exempt hours are canceled due to program cancellations (canceled renter groups, canceled youth programs, etc), alternate work will be made available. The Mountaineers will support all staff and want to reduce unnecessary worries about job security as we're responding to the coronavirus outbreak. Instead of doing alternative work, employees may choose to take sick or vacation time if they and their supervisor agree.