

Individual Placement COVID-19 Policy & Procedure FAQs

FOR EXTERNAL DISTRIBUTION

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General Policy & Procedure Questions

Question: Does Conservation legacy have a date to reevaluate the COVID-19 policies and protocols?

Answer: Conservation Legacy does not have a set date to reevaluate COVID-19 policies and protocols, but we are continuously reviewing policies on a weekly basis through our Incident Management Team and ongoing conversations with staff and partners. All policies will continue to align with [CDC recommendations](#) and national, regional, and local restrictions.

Question: These requirements seem to be for interns/members during work hours only, what are the expectations for off-work time?

Answer: In the risk acceptance form, we note that: “when in local communities during time off, Conservation Legacy expects that you continue to embrace the health and well-being of our programs and communities by continuing to socially distance, avoid groups, and practice behavior that limits the ability to contract and spread the virus.” While Conservation Legacy cannot enforce particular behaviors, the expectation is that interns/members continuing to follow [CDC recommendations](#) and local guidelines.

Required Conditions for Field Operations

Question: What are the conditions that must be met before an intern/member can work in the field?

Answer: All four of the following criteria must be met in order for an intern/member to work in the field:

1. Current State and local level restrictions allow for the resumption of our activities.
2. Local medical facilities have capacity to care for any participant injury.
3. Partners approve of our operations and operational plans.
4. Conservation Legacy resources, policies and procedures are in place to safely guide and support our programs.

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Required Conditions for Field Operations

Question: How does Conservation Legacy define ‘working in the field’?

Answer: Conservation Legacy is requiring these policies and protocols for individual placement interns/members who are either starting in, or returning to a position that is not fully telework. This could mean ‘in the field’ in a traditional sense, in a shared office, in a visitor center, etc. – or any combination therein where they are regularly interacting with other staff members or members of the public.

Question: Do the rules look any differently for an intern/member returning to a site if they will only be exposed to site staff and not the general public yet?

Answer: No, at this time, these policies and protocols are required for any individual placement intern/member who is not fully teleworking.

Question: How do sites determine if local medical facilities have the capacity to support interns/members if they get injured?

Answer: Conservation Legacy will be looking for sites to help provide information here as it will vary by location. This will include a conversation between site staff and Conservation Legacy staff and research to investigate the local environment. There are some [websites](#) providing helpful data for this component and Conservation Legacy is reviewing state by state data on a weekly basis.

Question: For interns/members who previously had a telework plan that included some field work or office work, if the required field conditions are not currently met in their area, are they to stop all work in the field until those four criteria are met?

Answer: Yes, please contact your Program Coordinator immediately to discuss options.

Teleworking

Question: Is there a requirement/process Conservation Legacy wants sites to follow if they have a member who is teleworking 100% (and will remain doing so) but the member would like to work from another location (Ex: their parents' home three time zones away)?

Answer: Yes, Conservation Legacy needs to know where the intern/member is physically located. This is required to make sure they have filled out the appropriate tax forms for that state.

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Face Covering and Thermometers

Question: Staff on-site are not required to wear face coverings – does my intern/member still have to wear one?

Answer: At this time, face coverings will be required for Conservation Legacy interns/members when social distancing is not possible, even if site staff are not currently required to wear them. If at any time interns/members are feeling unsafe, harassed, or threatened - please inform Conservation Legacy staff immediately.

Question: Do interns/members who are teleworking (and will remain in telework) need to do the daily health checks? Do those that fit that category also need to purchase the face coverings and thermometers?

Answer: No, if the intern/member is fully teleworking they do not need to complete the daily wellness check nor procure face coverings or a thermometer (however if this status changes at any time to include work in the field, as defined above, they would need to do so).

Daily Wellness Checks

Question: If intern/member symptoms overlap with other health issues (for example coughing because of allergies) how does this impact the daily wellness check logs?

Answer: This will be determined on a case-by-case basis, and we will be asking members to use good judgment based on their knowledge of their own health. Signs and symptoms of COVID-19 should be assessed in consideration of other personal, situational, or environmental factors that may be causing them. Concerns and questions should be communicated with your Program Coordinator.

COVID-19 Testing

Question: Are members required to get tested for COVID-19?

Answer: The only situations when Conservation Legacy would require an intern/member to get officially tested for COVID-19 would be if they:

- Had previously tested positive for COVID-19 and were now looking for a negative test result before starting or returning to field work, or
- Have displayed symptoms of COVID-19 and are looking to start or return to the field.

In those situations Conservation Legacy would either require the intern/member to provide a negative test result or to self-isolate for 14 days and be symptom-free prior to beginning in a non-telework capacity.

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In-Person Gatherings

Question: What are the requirements related to in-person gatherings and trainings?

Answer: The cancellation of non-essential gatherings and requirement to keep essential gathering attendance to 10 persons or less is specific to Conservation Legacy-organized events. For partner events/trainings and others that might be held locally – so long as the event follows local/regional/national guidelines and restrictions, interns/members can attend without additional permission needed by Conservation Legacy.

AmeriCorps Specific

Question: Will interns/members be eligible for partial AmeriCorps awards if they end their term early?

Answer: CNCS has developed their own [guidance](#) and may accept requests for partial awards with the proper documentation. Please discuss this with your Program Coordinator.

Helpful Resources

- ▶ [COVID-19 Resources from Conservation Legacy](#)
- ▶ [How We Reopen Safely](#) (Tracking states as they make progress towards a new normal)
- ▶ [NYT See How All 50 States Are Reopening](#)
- ▶ [CNCS COVID-19 Frequently Asked Questions](#)