



PROJECT APPROVAL PROCESS AND VOLUNTEER SERVICE PROTOCOLS FOR APPROVED ACTIVITIES *Effective April 1, 2021 until Further Notice*

Overview

- These guidelines are effective beginning 04/01/21 until further notice and honor [the current AgriLife protocols as established by the Texas A&M University System](#).
- Face coverings are required at all events.[†]
 - Outdoors, masks are required when a six-foot social distancing radius can not be maintained.
 - All facilities of the Texas A&M University System require the use of facial coverings.
- While forms, masks, and social distancing are still required and virtual meetings are still encouraged, approved outdoor activities may now expand beyond a 10-person limit depending upon the size of the work area.* (*See *Project Manager Responsibilities below*.)
- Videoconferencing is still recommended and encouraged for meetings and indoor activities, except when work effectiveness would be compromised by a virtual experience. Indoor meetings are limited to 1 (one) person per 100 (one hundred) square feet of space.
- Volunteers are encouraged to evaluate their comfort, health, risk, and safety when returning to in-person service.

Project Manager Responsibilities

Please note that all forms are available on our [DCMGA Project Manager Info website page](#).

Approval Process

- ***NEW:** Project Managers (PMs) may determine the maximum number of volunteers that can be safely accommodated in an *outdoor* work area based on six-foot social distancing parameters.
 - If a Covid Preparedness Plan was previously submitted and approved based on the former 10-person maximum, and a PM intends to increase the number of volunteers who may gather for an outdoor activity at a given time, a new [Covid Preparedness Plan](#) with the updated information must be submitted for approval.
- PMs who have volunteer service opportunities must [complete a preparedness plan](#) for CEA-Hort Janet Laminack's (and her supervisor's) review and approval. ([This version is a JotForm](#), which automatically forward to Janet with copies to President Kathryn Wells and Vice President-Projects Joanne Spurgin). If Janet gives you the green light, you may proceed with planning work days. Any substantial work day structure changes will require a new preparedness plan submittal. (As another option, [a fillable online preparedness plan is available on the Texas A&M AgriLife website](#); please note that it may be completed online but must be downloaded and [emailed to Janet Laminack](#) at the AgriLife Office with copies to [President Kathryn Wells](#) and [Vice President-Projects Joanne Spurgin](#).)
- Submittal two weeks prior to the event or work day commencement is requested. Please note that work days may not commence *until and unless* Janet's approval is granted.
- Please be diligent to [update the Member Calendar](#) with any cancellations, reschedules, or changes.

Work Day Requirements

- Prior to the work day, schedule the number of volunteers that may be accommodated according to your work area size. (Note: Contact [VP-Joanne Spurgin](#) if you require Sign Up Genius assistance.)
- Verify that all participants have submitted a [Covid screening form](#). Have paper copies on hand in case participants have not completed a form in advance. ([Here's a printable .pdf version](#), which must be emailed to [Nikki Johnson](#) at the AgriLife Office.) (Have plenty of sanitized pens or have volunteers use their own.)
- Although volunteers are directed to supply their own PPE, have a supply of disposable masks and hand sanitizer ... just in case. (The AgriLife Office has some PPE supplies available (while they last) for Project Manager use; contact [Nikki Johnson](#).)
- Immediately after the work day, complete the [Activity Attendee List](#), which will automatically forward your list of participating volunteers to the AgriLife Office, care of Nikki Johnson. (Nikki will keep a master list of who is volunteering where, in the event that contact tracing becomes necessary.)
- Complete the [Event Summary Form](#), as usual.

Volunteer Responsibilities

Pre-Service Requirements

- Complete a [Covid screening form](#) (valid for seven days) when serving in a group setting. ([This version is a JotForm](#), which automatically forward to Nikki Johnson at the AgriLife Office.) Volunteers who are serving regularly should complete the form weekly. A [fillable, online version](#) is also available but must be emailed to [Nikki Johnson](#) upon completion. A third option is a [printable .pdf](#), which can be downloaded, completed, scanned/photographed, and emailed to [Nikki](#).
- Solo work does not require a Covid screening form, nor does volunteering with a member of the same household. (For example, if a husband and wife team is volunteering as a team of two with no other volunteers present, a Covid screening form is not required.) For safety, those choosing solitary service are encouraged to let someone know where you will be and when you will be there.
- Evaluate your own comfort, health, risk, and safety when returning to in-person service. If you are in a vulnerable or high-risk category, please continue to consider remote, virtual, and work-from-home service opportunities.

Reminders

- Stay home if you are sick or feeling unwell, and contact the respective Project Manager to let them know. (Project Managers, if you find yourself in that position, please choose a designated leader to implement the work day, or cancel it.)
- Face masks are required.+ (*See "Overview".)
- Outdoors, a working boundary of at least six feet is required between each volunteer.
- Indoors, a working boundary of 100 feet per one person is required.
- Do not share tools, communal food, or communal drink.

A Word about Vaccinations

Due to HIPAA laws, we may not restrict, encourage, or deny the attendance of any members, interns, or the general public at DCMGA-related activities based on personal medical conditions or treatments, including vaccination status. DCMGA leaders and volunteers may not ask individuals if they have been vaccinated, may not discourage attendance if someone has not been vaccinated, and may not alter an individual's engagement in activities based on vaccination status.

Questions? Contact [President Kathryn Wells](#) or [Vice President-Projects Joanne Spurgin](#).

Thank you for your service!

Official AgriLife/DCMGA Volunteer Service Protocols

Issued by CEA-Hort Janet Laminack

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- Face coverings are required at all events.
 - *Outdoors, masks are required when a six-foot social distancing radius can not be maintained.*
 - *All facilities of The Texas A&M University System require the use of facial coverings.*
- [Preparedness Plans](#) (submitted at least 2 weeks prior to the event for approval), [COVID Screening Forms](#), and [Activity Attendance Lists](#) are still required for all in-person events.
 - Currently approved preparedness plans will remain approved if there is no change. **Project Managers requesting an increase in group size or a change in any other event details must resubmit their preparedness plan for approval.**
- For outdoor group activities, social distancing (6-foot radius) must be maintained.
 - Project managers must determine the maximum number of volunteers that can be accommodated on a work site based on the area size.
- All meetings and events should be held virtually provided that effectiveness is not diminished.
 - If a group must meet indoors, this may be done with a capacity limit of one (1) person per one hundred (100) square feet.
 - Restrooms and other public spaces should be frequently sanitized.
- No tools, food, or drinks should be shared with people outside your household. Prepackaged snacks and bottled water are ok.
- Appointments are highly recommended for access to the Joseph A. Carroll Building in order to maintain capacity limits and minimize contact between guests.

Our goal is to keep our staff and volunteers as safe as possible.

Please help us minimize risks and exposure, so we can continue to gradually open activities.

We appreciate your support and value your commitment to our organization!