

THE OUTDOOR CIRCLE EVENT & ACTIVITY SAFETY GUIDE

USE COMMON SENSE. THINK SAFETY FIRST. Ask leaders for advice and assistance.

VOLUNTEER WAIVER FORMS SHOULD BE SIGNED BEFORE PARTICIPATION
ALL volunteers MUST sign waiver to participate in any events or activities.

Review Safety Guidelines Together as a Group Before Activities Begins.

1. Volunteers should wear sturdy working gloves, safety vests, ear protection, safety glasses and safety helmets as needed—consider moving vehicles, machinery & equipment, flying or falling debris, sharp or potentially hazardous plants or items, etc. **Err on the side of caution if in doubt.**
2. Wear appropriate footwear (closed-toe) and clothing (long pants, long sleeves, wide-brimmed hats, etc.) to protect you from the sun, bugs, and scratches from vegetation as needed. Wear insect repellents as needed. Avoid use of headphones during the activity. Do not work if you are under the influence of alcohol or drugs.
3. Do not touch or pick up dead animals, or attempt to move injured animals. Instead, notify authorities to make them aware of the animals and location.
4. Volunteers should **exercise extreme care around syringes, glass, metal, chemicals, batteries, weapons, human waste, or any other hazardous objects or items.** Mark the area and have a partner notify those in charge of the hazardous item location for proper disposal or further consideration.
5. **If you feel in danger, call 911 to alert the authorities immediately. Always work with another person and know where help can be obtained.**
6. **Be cautious of moving vehicles** when working on streets, parking lots, gutters, curbs, storm drains and sidewalks. **Always face oncoming traffic and wear a safety vest around vehicles.**
7. **Avoid over-exertion, sunburn, heat exhaustion, and dehydration.** When in doubt, return to the site's check-in station before the end of the scheduled work time. Bring and drink plenty of water. If you feel weak or ill during the event, stop what you are doing and notify the event coordinator. Report any injuries immediately to the coordinator for attention and care.
8. All minor children must be supervised by an adult or guardian at all times.
9. **Volunteers should not lift anything too heavy or potentially dangerous.** Use proper lifting techniques. When in doubt, don't try! Notify leaders of these types of objects further assistance.
10. **Be careful with all tools, picks, shovels, trip and fall hazards (hoses, poles, rakes) and debris.** Make sure all tools or equipment are in proper working order before using.
11. This list is not comprehensive, so please use common sense. Mahalo for your help and have fun!

The Outdoor Circle COVID-19 Safety Guidelines for Branch Events and Activities

- **ALL participants must follow all Federal, State and Local laws and guidelines regarding COVID-19 from the CDC, State and County governments.** Since laws and guidelines change by the day and by island, please ensure that the number of people or conditions where people are permitted to gather may change rapidly. These policies are in effect until the CDC or State indicate otherwise but will most likely remain through at least 2021 and probably into 2022 at the current time.
- Each event requires someone be assigned as a **“COVID-19 Safety Coordinator”** to ensure compliance with the policies. If the group is appropriately small in size, the *Safety Coordinator* of the group could also take on the duty of *COVID-19 Safety Coordinator*. It is recommended to distribute these guidelines in advance of an activity or event so that participants and attendees know what to expect.
- **In addition to our regular Safety Guidelines, special COVID-19 Safety Measures are in effect.** ALL people associated with The Outdoor Circle or branch activities and events **MUST** wear a proper mask which *completely covers the nose and mouth at ALL times during an activity or event.*
- **Face coverings like a bandana or “neck gaiters” are not considered as sufficient for the protection of other volunteer participants. Please wear a surgical or cloth face mask.**
- **If the General Public will attend the event, have large signs clearly posted “NO ENTRY WITHOUT MASK COVERING NOSE AND MOUTH COMPLETELY.”** If someone becomes irate or belligerent because of our Safety Policies regarding COVID-19, please do not get into a confrontation with them. Remain calm and if you feel at all threatened or in danger, please call 911.
- While not currently required, the CDC now recommends (but does not require) that under that cloth mask, a surgical mask be worn (and again that we make available surgical masks, as needed). Extra surgical masks should be provided as needed.
- **Please refrain from physical contact**, including hugging, kissing, hand-shaking, fist-bumping, etc. Remain *at least* 6 feet apart from others whenever possible (even outside). If volunteer participants feel ill, they should not come to the event or activity, and they should return home immediately if they become ill during an event or activity.
- Please use hand sanitizer liberally. If forms are signed, please put used pens in a “to be sterilized bin.”
- Thank you for your participation and for following these guidelines. Please ask the *Safety Coordinator* of the event or activity if you have any questions or concerns.