Individual Placement AmeriCorps Member Service Options for IP Site Supervisors

1. Continue regular service activities at site (if permissible and safety measures are practiced to prevent contraction and transmission of COVID-19).

2. Continue service and reassign or make changes to member service activities and/or institute teleserving (serving from home/telecommuting).
   a. Reassigning member activities: The member may complete other appropriate service activities within the community to accrue service hours. Other activities, so long as they do not fall within AmeriCorps' prohibited activities, may be allowable and counted as hours (delivering meals on wheels, serving at a food bank, donating blood, checking on vulnerable populations). If the member will be completing direct service activities that are NOT related to the following activities, contact the UCC IP Coordinator ASAP to determine if an addendum to your member’s service agreement is needed.
      i. Environmental Education/Outreach
      ii. Community Volunteer Mobilization and/or events and activities related to environmental stewardship and sustainability
      iii. Environmental Conservation efforts
   b. Teleservice related to normal activities: If your member is teleserving, or your site is planning to institute teleservice for your member, please complete attached ‘TELESERVICE Request FORM’.
   c. Teleservice and reassigning member activities: If your member is teleserving, or your site is planning to institute teleservice for your member, please complete attached ‘TELESERVICE Request FORM’. See ‘a’ above for reassigning member activities.
   d. Exiting early due to circumstances related to COVID-19 and education awards
      i. AmeriCorps State and National members that have served less than 15 percent of the minimum required hours for the Term of Service at time of exit. AmeriCorps State and National members who have served less than 15 percent of the minimum required hours for a Term of Service at the time they are exited are not eligible for a partial education award. Nor are these members eligible for a full education award with a compelling personal circumstance exit related to COVID-19. 45 CFR § 2522.230(a)(2).
      ii. AmeriCorps State and National members that have served between 15 percent and 50 percent of the minimum required hours for the Term of Service at the time they are exited. AmeriCorps State and National members that complete between 15 and 50 percent of the minimum required hours for the Term of Service may be exited for compelling personal circumstances proportional to the number of hours they have served. They are not eligible for a full education award with a compelling personal circumstance exit related to COVID-19. 45 CFR § 2522.230(a)(2).
iii. AmeriCorps State and National members that have served more than 50 percent of the minimum required hours for the Term of Service at the time they are exited. An AmeriCorps State and National member who has completed more than 50 percent of the minimum number of hours required to successfully complete their Term of Service will be eligible to receive the full education award amount with a compelling personal circumstance exit related to COVID-19. Compelling personal circumstances are the determination of the AmeriCorps program. 45 CFR § 2522.230(a)(2).

e. Per Section 3514(a)(2) of the CARES Act, UCC may exit a member if a member’s term of service cannot be reinstated due to COVID-19 and completion of the originally scheduled service term is no longer practicable, such a member is entitled to an education award consistent with the percentages specified above.

3. Member may suspend their term of service during the site closure. The member will be reinstated in their term when the site re-opens. This option is not preferred, as it will likely result in the member needing to make up hours missed at the end of the term of service. Details of the members' stipend payments and timeline need to be discussed with UCC staff when exploring this option.

If you believe that COVID-19 will largely impact your member's ability to serve, please contact the UCC IP Coordinator ASAP to discuss options for their term of service.

Other Notes

- If you need assistance in providing alternative service activities for your member, contact the UCC IP Coordinator to discuss options in your area.
- Ideas for teleservice related to environmental education, stewardship, and conservation efforts
  - Facebook live educational activities or call to action
    - What can families or individuals do in their own homes, yards, neighborhoods?
  - Virtual group meetings and brainstorming sessions on how to serve the community now (IPs can do this together, with the community they serve, etc.)
  - Create an environmental stewardship activities resource page for your site’s website

Resources for Health and Safety

- Member Assistance Program: Free Service available to all members. Information attached. This is a great flyer to print out and post at your site.
- Coronavirus What Employers Can Do PDF attached
- COVID-19 Information Packet attached

Utah State University Response to COVID-19 and Travel Policies
• **USU DPS COVID-19 Information:** [https://dps.usu.edu/emergency/COVID-19/](https://dps.usu.edu/emergency/COVID-19/)

• **USU Travel Policies:** USU will review personal travel and if the travel was to a state that has a large number of confirmed cases (i.e. Washington state). Upon review, the traveler may be required to self-isolate for two weeks. Travelers must complete this survey if they travel or intend to travel out of state: [https://usu.co1.qualtrics.com/jfe/form/SV_7WkZbwclDkq3net](https://usu.co1.qualtrics.com/jfe/form/SV_7WkZbwclDkq3net)

• **UCC Staff and Site Supervisors should use CDC travel guidelines:** [https://www.cdc.gov/quarantine/air/managing-sick-travelers/ncov-airlines.html](https://www.cdc.gov/quarantine/air/managing-sick-travelers/ncov-airlines.html) to determine if UCC members are clear to travel and serve.

• If a member is sent home (quarantine or isolation), living allowance payments will not be suspended during this time.