Points for Site Supervisors to consider when hosting corpsmembers:

If ‘No’ is the response to any of the considerations #1-10 below, please contact the UCC Individual Placement Coordinator.

1. Is your IP/corpsmember/RA willing to serve, and do they feel safe in the work environment?

2. Is your site committed to providing a safe working environment (including potential for telework, safe workplace distancing, limiting public interaction, providing appropriate PPE, etc.) and agency protocols permit hosting IP/corpsmember/RA’s?

3. Does your site and staff have the needed resources to provide support to your IP/corpsmember/RA during this uncertain time?

4. If your member is forced to quarantine due to illness, exposure, or potential exposure to COVID-19 their pay will continue during that time (generally 2 weeks). Can your organization provide them with telework if needed during that period of time?
   a. Please review the ‘If you feel sick’ USU link: https://www.usu.edu/covid-19/if-you-are-sick/.

5. If site projects are affected due to COVID-19 is your funding entity/organization’s board supportive of alternative community service activities outside of your organization? (volunteering at PPE drives, food drives, etc.)

6. Are the IP/corpsmember/RA’s projects workable within all federal, state, and local social restrictive orders?

7. Does your IP/corpsmember/RA have access to all other needed resources (grocery stores, pharmacies, gas, laundry, etc.) to live and work healthfully?

8. Can travel to/from site can be accomplished safely?

9. Are mental health resources available?
   a. For AmeriCorps IP’s:
      • AmeriCorps Member Assistance Program
        • 800-451-1834
      • My Life Expert App
        • www.mylifeexpert.com, Company code: americorps
   b. For hourly corpsmembers and Resource Assistants:
      • SafeUT: Crisis and Tip Line App - free, confidential, 24/7: https://healthcare.utah.edu/uni/safe-ut/
      • If IP/corpsmember/RA is a USU student that is not taking summer classes,
they can access a counseling appointment for referral consultation with USU CAPS. If IP/corpsmember/RA is a current USU student, they can access USU CAPS. Other info: https://aggiewellness.usu.edu/logan/mentalwellness

- If IP/corpsmember/RA is a student at another college or university, they should be encouraged to look into their institution’s mental health resources.

10. Assess the following: Do we have the right people, adequate training, and resources to operate programming in this environment?

   a. COVID-19 PPE (masks, gloves, sanitizing solution)
   b. Access to proper training (WFA, CPR, etc.)
      - Many training organizations have stopped offering classes at this time
   c. Technology resources and tools (sharing of phones, computers, and other tools is discouraged)
   d. Guidance/policies for IP/corpsmember/RA to effectively conduct remote work
   e. Capacity to shift IP/corpsmember/RA duties and ways of working (implementing social distancing)
   f. Capacity to meet Agency/AmeriCorps requirements – data collection, ensure IP/corpsmember/RA will not violate unallowable activities

**Additional Considerations for Site Supervisors**

The following considerations are meant to serve as additional resources for Site Supervisors to increase awareness and prevent the spread of COVID-19. UCC encourages sites to be mindful of the following considerations during hiring, onboarding and active service/work.

1. **Medical evaluation and screening:**
   a. Recent travel history
   b. Symptoms experienced in the last 14 days. Evaluated by a healthcare professional? (Example: FLU A/B, Noro/rhinovirus, etc.)
   c. Preexisting health considerations
   d. Reporting any contact with anyone exhibiting signs/symptoms of illness? If yes, what were the signs/symptoms?

2. **At onboard meeting (virtual, when possible):**
   a. All above questions
   b. Candid description of position and changes in the original job description due to COVID-19.
   c. Encourage IP to describe their approach and commitment to social distancing. Has their typical routine changed?

3. **During service/work health checks:**
   a. How are you feeling? (physical/emotional health)
   b. Any COVID-19 symptoms experienced should be reported to the Site Supervisor as
soon as possible.
c. If symptoms consistent with COVID-19 are exhibited, IP/corpsmember/RA should follow CDC guidance.

4. Projects and social distancing:
   a. IP/corpsmember/RA’s will either be telework-based or able to maintain a safe work distancing and use PPE when appropriate.
   b. Partner/staff contact will be conducted via email, phone, and video conferencing.
   c. Planned contact with the general public should be minimized
   d. If incidental contact occurs, the IP/corpsmember/RA should follow CDC social distancing protocols (six feet of separation, hand-washing, etc.)

5. Hygiene:
   a. Handwashing stations will be present at project site.
   b. All communal work surfaces will be disinfected at least twice daily using a dilute bleach mixture and paper towels or disinfectant wipes.
   c. Social distancing protocols should be maintained while at work site (CDC recommendations).

6. Vehicle Sanitation and travel:
   a. The site will ensure daily disinfectant wipe down of vehicle seats, instrumentation, shifting levers, door handles, and steering wheel.
   b. IP/corpsmember/RA’s should make minimal stops when traveling.

7. End of Term considerations:
   a. Site Supervisors should encourage IP/corpsmember/RA’s to consider spending 14 days in self-isolation if they are relocating/travelling/coming into contact with new people at the end of their position. Attention to CDC guidance at the time of program exit will be crucial in determining appropriate course of action.

If you are concerned about the current protocols at your site, please contact the UCC Individual Placement Coordinator. For the most up-to-date USU-wide COVID-19 information please see: https://www.usu.edu/covid-19/.