



Lake Host Program COVID-19 Local Coordinator Safety Guidelines

We greatly appreciate the hard work that you undertake to coordinate the Lake Host Program in your community. It is important, now more than ever, to keep you and the rest of our Lake Host team safe throughout the 2020 Lake Host season. Please take a minute to read through the following safety guidelines regarding COVID-19 and reach out to NH LAKES if you have any questions.

Hiring, Materials, and Communication Considerations:

- Do not conduct in-person hiring interviews. Utilize over the phone or video conferencing software like Zoom or Skype. NH LAKES has staff expertise and can assist you in the use of these web-based communication programs. Some free options include:
 - Zoom: www.zoom.us
 - Skype: www.skype.com/en
 - Google Meet: meet.google.com
- Keep a safe distance, a minimum of at least six feet, from Lake Hosts, boaters, and the general public, and avoid any in-person contact with Lake Hosts who are sick. Lake Hosts should stay home if they are sick.
- Lake Hosts will coordinate with NH LAKES directly to fill out all hiring paperwork through a secure online digital portal. Lake Hosts that do not have access to a computer with reliable internet should contact NH LAKES directly to discuss alternative options.
- NH LAKES will provide a physical distancing-friendly pickup station for Lake Host materials including uniforms, manuals, clipboards, pens, and an initial supply of boater survey and timesheets. To schedule an order for pick up from the NH LAKES office in Concord, please fill out the [2020 Lake Host Program Material Order Form](http://tinyurl.com/LakeHostOrderForm): tinyurl.com/LakeHostOrderForm
 - If your group is unable to pick up your order, please contact NH LAKES directly to discuss alternative options.
 - Local Coordinators should provide a self-service pick up station for Lake Host employees to pick up materials and turn in paperwork.
- Lake Hosts are encouraged to follow all CDC guidelines, including wearing a non-medical grade face covering to help slow the spread of COVID-19. **NH LAKES does not recommend that Lake Hosts wear N-95 masks or sterile gloves as these are critical supplies that must continue to be reserved for healthcare and other frontline workers.**

- Local groups may choose to purchase, sew, or otherwise provide cloth masks for their team. Please report any purchases or time spent on this as volunteer match so we can count it towards your grant match!
- Mask tutorials from CDC: [tinyurl.com/CDC-tutorial](https://www.tinyurl.com/CDC-tutorial)
- NH LAKES will not be providing “handouts” in the form of brochures or decals this season. **Lake Hosts should not pass out any materials to boaters or the public during 2020 as this violates physical distancing measures and could be grounds for dismissal from the Lake Host Program.**
- Local Coordinators should provide a self-service pickup station for Lake Host employees to pick up materials and turn in paperwork. There should be no face to face contact between Lake Hosts and the Local Coordinator or Program Assistant when the host has to turn in timesheets, match sheets, specimens, etc.

Considerations for Lake Hosts at the Ramp:

- Lake Hosts are encouraged to follow all CDC guidelines to help slow the spread of COVID-19. Lakes Hosts who are sick, suspect they are sick, or have been exposed to someone who is sick, should not report to work.
- Lake Hosts must maintain a safe distance of at least six feet to other Lake Hosts, boaters, and the general public.
 - In the event that a ramp becomes too busy to follow safe distance guidelines, Lake Hosts should distance themselves from the situation until the ramp is less congested. The health and safety of Lake Hosts and other program personnel takes precedence over a courtesy boat inspection. **Refusing to follow this guideline could be grounds for dismissal from the Lake Host Program.**
- Lake Hosts should not share any physical materials with fellow Lake Hosts or boaters. This includes boater survey sheets, pens, chairs, clothing, etc.
- Lake Hosts are encouraged to bring alcohol-based hand sanitizer that contains at least 60% alcohol for personal use while working.
- Mobile device and frequently used items like pens should be regularly cleaned using disinfecting wipes.
- Lake Hosts should wash their hands with soap and hot water for at least 20 seconds when they get home at the end of their shift.

If there are any other safety gear or precautions you would like your local Lake Hosts to take, please contact NH LAKES first to discuss your ideas and to get approval.

Families First Coronavirus Response Act - Employer Paid Leave Requirements

Lake Host employees are eligible for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if the employee is unable to work because:

- the employee is quarantined (pursuant to Federal, State, or local government order).
- the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- a bona fide need to care for an individual subject to quarantine.
- a bona fide need to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- the employee is experiencing other substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services.

All Lake Hosts employees will be provided with the Families First Coronavirus Response Act guidance document to learn more. tinyurl.com/FFCRA-guidance

To accommodate these new federal regulations, Local Coordinators must report, upon hiring, to NH LAKES how many hours per week each employee is being hired for, and their exact start and end date.

If a Lake Host becomes unable to work for COVID-19 related reasons, the Lake Host will continue to be paid under the Families First Coronavirus Response Act from funds other than grant funds or locally contributed payroll funds. Please have the employee report a COVID-19 related leave to NH LAKES directly by filling out the **Form for Requesting Paid Sick Leave under FFCRA**: tinyurl.com/lakehostFFCRA