



## **Coronavirus (COVID-19) Action Plan**

**June 25, 2020**

Chagrin River Watershed Partners (CRWP) is taking the following actions to protect the health of our team, families, and communities during the coronavirus (COVID-19) pandemic.

Based on the state's mandatory requirement that general office environment personnel work from home whenever possible and feasible with business operations, our office remains closed. Our team members are working from home and are available at their normal office phone extensions, via e-mail and web/video conference.

CRWP is conducting limited field work for projects involving our staff and representatives from member communities, park districts, partner watershed organizations and contractors. Staff conducting field work are required to comply with all State of Ohio and CDC guidelines, including wearing face coverings, ensuring 6 feet minimum physical distance, performing daily symptom assessments, staying home if symptomatic, regularly washing their hands, minimizing sharing of equipment and cleaning and sanitizing shared equipment. We travel in separate vehicles and all field work is conducted in groups of less than 10 people. Individuals accompanying our team during fieldwork must wear masks and maintain a minimum of 6 feet physical distance.

We continue assisting private landowners who are experiencing flooding, erosion, or other yard challenges via phone, web conference or email. Our ability to conduct field activities while maintaining the safety of our team is assessed on a case by case basis. Any field activities that cannot be completed safely are postponed.

Until further notice, our educational programs are being postponed or delivered online. CRWP staff are participating in meetings virtually whenever possible. Staff may attend in person meetings at their own discretion if federal, state and local public health guidelines are followed by all meeting participants.

Please communicate with us digitally whenever possible during this time. We accept electronic signatures and scanned documents via e-mail. We appreciate receiving invoices via e-mail and payments via online bill pay or direct deposit. For information needed to pay using these methods please contact Linda Moran [lmoran@crwp.org](mailto:lmoran@crwp.org) or Heather Elmer [helmer@crwp.org](mailto:helmer@crwp.org).

We will continue sharing information and resources related to COVID-19 and how to reduce transmission of this and other infectious diseases to support our team and their families. Staff are encouraged to take leave if they are not feeling well and to care for their family members. We will immediately report employee or customer infections to the local health district and work with them to identify potentially exposed individuals to facilitate appropriate communication and contact tracing.

We will continue following the guidance of the Centers for Disease Control, Governor of the State of Ohio, Ohio Department of Health and County Health Departments.