

**Natural Resources  
FOUNDATION**  
*of Wisconsin*

**Natural Resources Foundation of Wisconsin (NRF) Guidelines for Events/Field Trips During COVID-19**

*Updated 6/7/2021*

**Background**

The COVID-19 pandemic has had a major effect on operations at the Foundation. This document aims to inform our ongoing response to the pandemic and to provide up-to-date guidance for those in our organization and the general public who plan, lead, and participate in our events and Field Trips.

**Objectives**

- Take the threat of COVID-19 seriously, and do our part to help protect public health
- Carry on our important conservation and educational work as safely as possible
- Comply fully with all government orders and recommendations
- Enable both leaders and participants in NRF events to be and feel as safe as possible
- Provide a mechanism for adjusting and updating our guidelines as the situation changes
- Clarify the authority and responsibilities of the staff, leadership, and event leaders for decision-making, communicating, and complying with our event guidelines.

**NRF-Sponsored Field Trips and Other Events**

These guidelines cover all in-person public events sponsored by NRF, which may include Field Trips, social events, and meet-ups. Most Field Trips are led by volunteer leaders outside the NRF, but the NRF organizes the events and maintains liability for them. As such the NRF has a responsibility to ensure that these events are safe and in compliance with applicable government orders as well as recommendations by public health authorities while the COVID-19 pandemic is ongoing.

**Authority, Responsibility and Communications**

- Until the COVID-19 pandemic is effectively over, NRF will maintain and update this document with our Current Safety Protocol. The Current Safety Protocol will be written and updated by the Field Trip Director and will be approved before release by the Executive Director.
- The Operations Manager will be responsible for reviewing at least monthly current federal and state orders in effect and authoritative public health recommendations from both Centers for Disease Control and state authorities and will recommend updates to the Current Safety Protocol when conditions change significantly.
- The NRF Field Trip staff and Communications Director will be responsible for communicating the Current Safety Protocol to the membership, leadership, and event leaders whenever updates are made.
- The Current Safety Protocol will be available in a prominent location on the NRF website's Field Trip page.
- Field Trip and NRF staff are responsible for overseeing that Field Trips and events are staying within attendance limits.
- Field Trip leaders are responsible for returning Field Trip rosters and enforcing social distancing rules under the Safety Protocol during events, as well as for alerting Field Trip staff so we can properly comply with applicable county or municipal orders.
- NRF staff event coordinators are responsible for ensuring appropriate pre-registration and an accurate listing of all event attendees is kept and returned to the NRF office.
- Although uniform guidelines are highly desirable, NRF holds Field Trips statewide within Wisconsin, parts of which may have different current orders and safety recommendations. Applicable orders at the county and municipality level may also take precedence, and event/Field Trip leaders will have responsibility for compliance with these local orders, and to inform the Field Trip staff thereof.

## Current Event Safety Protocol—Natural Resources Foundation of Wisconsin

Last Updated 6/8/2021

This protocol covers all in-person public events sponsored and/or publicized by the Foundation, which include Field Trips, social events, and public meetings.

**Cancellation and Postponement:** All indoor Foundation-sponsored events are canceled or postponed until further notice. Outdoor events are permitted, unless prohibited by local orders.

**Attendance and Pre-Registration:** Attendance at Foundation-sponsored Field Trips and events is currently limited to small groups of 15-18 participants. Pre-registration for each event is required. An on-site attendance list or roster with at least the email address and/or phone number of each participant must be returned to NRF after the event. In the case of Field Trips, our usual roster process will be in place.

**Social Distancing Rules:** Social distancing is a critical practice for carrying out events safely during the pandemic. NRF will require the following social distancing rules at Field Trips and events, which may be updated as conditions change:

- No one should attend who has a fever or other symptoms of an active COVID-19 infection.
- All leaders and participants should always stay at least 6 feet apart (except for members of the same household).
- Everyone should wash or sanitize their hands before and after the event.
- Everyone should cough or sneeze away from others and cover their face appropriately.
- Avoid exchanging optical equipment (ex. binoculars, spotting scopes).
- Avoid sharing vehicles during an event, except between members of the same households. Inform participants ahead of the event if the possibility of sharing vehicles is anticipated; all persons should wear a mask while in the vehicle.

**Face mask rules:** Face masks are a critical safety element during the pandemic. In May 2021, the CDC revised their face-mask guidance for groups meeting outdoors.

In effect June 15, 2021 NRF will require the following face mask rules at Field Trips and events:

- Facemasks are optional for *fully vaccinated* persons\*, and we ask that *unvaccinated* persons wear face masks.\*\*

\*Face masks may be required on some of our Field Trips due to leader preference or local/ facility policies. Participants will be notified of this via email prior to the Field Trip or event.

\*\*Note: The Foundation does not have the capacity to screen for proof of vaccination.