



COVID-19 MEMBER ACTIVITY ASSESSMENT

ServeWyoming has a priority of keeping all national service participants and staff safe during this COVID-19. ***ServeWyoming strongly encourages subgrantees to consider alternatives and teleservice before a member is exited or suspended and limit national service member contact with the public.*** Subgrantees must follow Governor executive orders/standard rules and both Department of Health and CDC guidance.

The following assessment is, not exhaustive, but designed to assist you in your safety considerations, to keep all members of our community safe, and to help you determine how each member can safely continue service. Together, we can help others get through this crisis and continue serving Wyoming

Overarching Considerations:

- There may be activities outlined in your current grant and/or member position descriptions that members can still do with no reassignments/contract amendments.
- All member reassignments and teleservice must be approved by ServeWyoming prior to changes. You are also required to consult with ServeWyoming before exiting a member for compelling personal circumstances due to COVID-19 or suspension (**PLEASE USE THE MEMBER COMPELLING CIRCUMSTANCES OR SUSPENSION FORM**).
- Members should only be reassigned activities in their service location.
- Guidance, executive orders and standard rules apply to member activities related to recent travel, exposure (suspected or confirmed) to COVID-19, caring for an at-risk loved one, or been to an event with more than the public order allows. Any doubts or concerns should be directed to ServeWyoming.
- Reassignment activities must also be approved prior to member communication or contract amendments (**PLEASE USE THE MEMBER REASSIGNMENT OR TELESERVICE APPROVAL FORM**).
- Communities will need young, healthy individuals to respond and support the nonprofit and community infrastructure during this time, as they are the ones least likely to be impacted adversely by COVID-19.
- Utilize increased level of PPE (personal protective equipment) and universal infection control (i.e. hand washing, sanitizing used spaces, before and after service activity) when engaging in activities.
- Consult with your legal team as this is not legal or formal guidance.
- Consider short term and long term situations and consequences of risk.

- Consult with your liability insurance and/or host sites to ensure they have adequate coverage for members.
- All prohibited activities are still prohibited including, but not limited to helping a for profit business (i.e. grocery store) or writing federal grants.

All activities should be low risk!

Questions to ask to determine if low risk include the following:

- How many people will be attending or in the space at one time?
- Can social distancing (6 feet) be maintained?
- Are you likely to come in to contact with someone who is suspected, potentially or with a confirmed diagnosis of COVID-19?
- What safety precautions can be/are in place?
- Is there a process for training on safety protocol and personal protection and a way to monitor and assess compliance with those protocols?

Examples of service or modifications to service that might be approved:

- Remote call center support—dial in remote call centers are ideal.
- Delivery of food to someone by setting food on doorstep and that person not opening door to pick up the food until delivery person has left.
- Modify attendee control in a food distribution so there is no hand-to-hand—hand off goods, but placement of goods on a table, line and room or area entry control, and standardized cleaning timing.
- Modifying in-person coaching around accessing higher education or other types of case management to zoom or other web/phone based coaching.

Visit our [ServeWyoming page for updates](#). Content in this assessment is subject to change. Please make sure you are reviewing the most upto date copy. Approval by ServeWyoming is required for any AmeriCorps Member reassignments and/or teleservice.