

Adopt-A-Stream Procedures for COVID-19 Pandemic

September 2020

In an effort to reduce the spread of COVID-19, the City of Rockville has developed safety procedures that must be followed for all City sponsored stream cleanup events in City parks.

Scheduling Cleanups

- Stream cleanup dates and supply requests must be submitted via the online Adopt A Stream Cleanup Scheduling Form (<https://www.rockvillemd.gov/FormCenter/Public-Works-8/AdoptAStream-Cleanup-Scheduling-Form-328>) no later than two weeks prior to the cleanup date. This ensures that we can safely coordinate supply drop-off and trash pick-up.

Supply Drop-off

- Supplies must be requested at least two weeks in advance of your cleanup date via the online form above and will be dropped off with no contact to the address provided by the Team Leader at least 3 days prior to the cleanup date. Supplies cannot be dropped off on the day of the event.
- *Walk-in supply pick-up cannot be accommodated.*
- Extra supplies must be stored by the Team Leader for future events and should not returned to the City.

Event Volunteer Sign-Up

- Team Leaders should implement an electronic sign-up process (via email, Google form, Sign Up Genius, etc.) that allows volunteers to sign-up and submit the Volunteer Liability Release Waiver to the Team Leader prior to the event. *Walk-up volunteers should be discouraged.*
- Events should be limited to 15 volunteers. This can be increased if the stream allows for more volunteers to social distance at least 6 feet. *Events must not exceed 25 people per Montgomery County requirements.*
- Electronic versions of the Volunteer Liability Waiver and Student Service Learning form will be provided to Team Leaders by the Adopt-A-Stream Coordinator.
- Team Leaders can either sign SSL Forms electronically (Adobe, DocuSign, etc.) or provide paper forms at the event. If using paper forms, it is recommended that Section II (including event date, hours, supervisor signature) of the form be prefilled and then provided to students at the end of the cleanup.

Event Safety

- Volunteers should be reminded to stay home if they are sick!
- All volunteers, including Team leaders, must:
 - ✓ Practice physical distancing of at least 6 feet from others.
 - ✓ Supply and wear a face covering. (Face coverings may be removed while working outdoors and maintaining physical distancing of at least 6 feet from others.)
 - ✓ Avoid sharing tools, equipment.
- Supplies should be distributed in a way that promotes social distancing. Volunteers must keep or dispose of their used gloves.
- Trash tallies must be submitted via this online form: <https://www.rockvillemd.gov/FormCenter/Public-Works-8/Adopt-A-Stream-Trash-Tally-Sheet-153>