

**Washington State Department of Natural Resources**  
**(region or division, and program/s, such as:**  
**Northwest Region, Recreation and Natural Areas Programs)**

**Conditions to Resume Contracted Volunteer Work**

**Letter Date:**

**Approved Date for Resumption of Work** (following signatures):

**Contractor:**

Name

Company

Address

email

Worksite Contact Name and Cell Phone Number

**Contract/Agreement Number and Project Name(s):**

X

XX

XXX

**Work Site(s):**

XXX

XXXX

XXXXXX

Pursuant to Governor Jay Inslee’s “Stay Home – Stay Healthy” executive orders (State of Emergency Proclamation Number 20-05, as routinely updated) and Commissioner’s Order #202010 implemented by Commissioner of Public Lands Hilary Franz on March 25, 2020 (as may be updated), routine activities of state government were largely suspended to prevent the rapid spread of coronavirus. In coordination with the Governor’s gradual relaxing of COVID-related restrictions, the Commissioner of Public Lands announced a limited reopening of recreational opportunities on DNR-managed lands ([www.dnr.wa.gov/rec\\_open](http://www.dnr.wa.gov/rec_open)).

Beginning July 1, 2020, counties that have entered into [Phase 2 or 3](#) of Governor Jay Inslee’s “Stay Home – Stay Healthy” executive order are allowed to resume volunteer activity on DNR lands. Both individuals volunteering directly with DNR, as well as those that volunteer on maintenance projects in partnership with a non-profit organizations through a previously developed agreement or contract are permitted with the approval of DNR recreation managers.

Volunteer group size shall be determined by the county phase of reopening. In Phase 2 counties, group may not surpass 6 individuals (one leader and five participants). In Phase 3 counties, groups may not surpass 11 individuals (one leader and ten participants) except in the circumstance where there is express approval from regional DNR staff. All volunteers are required to follow the guidelines issued by the governor’s office or his cabinet agencies, as well as by local city or county health orders, and these expectations, guidelines and best practices

from the Department of Natural Resources.

Your counter-signature to this letter is required before starting work on the above referenced agreement(s). Upon receipt of your signature by the department's representative, your project will be approved with the following conditions:

- 1) Proclamations, executive orders, and other formal guidance from the governor of the State of Washington, as amended from time to time, will be followed for the duration of your project(s). While the department will make a good-faith effort to share any updates that are deemed to affect your project(s), a direct source of information and guidance is available at: <https://coronavirus.wa.gov/business-workers>.
- 2) Department staff, contractors, and partner agencies or organizations will abide by state and local government guidelines around social distancing, personal protective equipment, including the wearing of masks and facial coverings, and effective hygiene to minimize the risk of exposure to the coronavirus.
- 3) All volunteer organizations must develop and file with the department a COVID-19 exposure control, mitigation, and recovery plan to keep volunteers and staff safe. At a minimum, these plans must include the elements listed below:
  - a. Safe transport to and from the jobsite that allows for appropriate social distancing
  - b. Social distancing from fellow workers, recreational users, and department staff while working
  - c. Description and provision of work-appropriate personal protective equipment
  - d. Regular handwashing and/or sanitizing equipment and/or materials
  - e. Disinfecting methods and schedule for worksite, tools, equipment, and gear
  - f. Identifying and mitigating higher-risk tasks and locations (such as gatherings of large groups during a safety briefing or demonstration, bottlenecks, water spigot access, lifting heavy or awkward objects with multiple people, etc.)
  - g. Instructions for what to do if a volunteer believes they have had contact with an infected person (at the worksite or elsewhere)
  - h. Health/symptom monitoring and instructions for volunteers or staff who develop symptoms associated with coronavirus/COVID-19; Washington State Department of Health screening guidelines and resources are available at: <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>
  - i. Volunteer safety briefing for COVID-19 and safe workplace practices
  - j. Routine check-ins with department contract/agreement contacts and project-specific department staff for monitoring and trouble-shooting of these provisions
  - k. Description of location at each worksite of the contractor's COVID-19 exposure control, mitigation, and recovery plan.

- 4) As with all contracts and partnership agreements, department staff may exercise the authority to stop work if that work is deemed to pose a threat to the safety and wellbeing of workers, department staff, or members of the public.

With signatures and with the provision of the required safety plan, this agreement/amendment is in effect on the date of the last signature.

**Signatures:**

During Washington’s state of emergency, e-signatures – or an approving email referencing contract number(s) in the header of this document and agreeing to incorporation of this letter into your contract(s) – may substitute for original (“wet”) signatures.

_____	_____	_____	_____
Name	Date	Name	Date
Title		Title	
Contracting Organization		(division or region name) Washington State Department of Natural Resources	
Phone Number		Phone Number	
Email		Email	