

EVENT BEST PRACTICE IDEAS for COVID-Era Events

THANK YOU for considering ways to adapt upcoming events to the current situation. Your flexibility is key as we work to fulfill our commitment to you and your community the best we can. We encourage you to think creatively about how you can continue this critical work. Because if there was ever a time for trees, that time is now.

When working with the Arbor Day Foundation, know that the health and safety of you and your community are of utmost importance. Volunteer participants are the heart of the work we do. It is a priority to keep them engaged in a manner that is healthy for everyone.

Included here are recommendations to help guide safer tree planting and distribution events, based on the current situation as of June 2020. We understand that regulations are continually changing, and we respect your expertise and understanding of local guidelines from your community health authorities.

MAIN FACTORS FOR EVENT FACILITATION:



KEEP group size within local guidelines



MAINTAIN 6 ft/2m social distancing at all times



AVOID shared surfaces – disinfect before and after



PLANT TREES!

**WE ARE ALL IN THIS TOGETHER.
LET'S TAKE CARE OF EACH OTHER!**

GENERAL EVENT FACILITATION RECOMMENDATIONS:

- ❑ Participants who have exhibited COVID-19 symptoms in the past two weeks and/or are immuno-compromised cannot come.
- ❑ Limit volunteer registration to comply with local guidelines. For larger projects, extend the timeframe to adequately space out smaller groups.
- ❑ Local Site Leader is responsible to ensure 6 ft/2 m spacing and must be prepared to alert volunteers to maintaining distance suggestion.
- ❑ Divide the planting site into smaller sections for volunteers to plant within their own section.
- ❑ Participants should meet onsite and walk to all work areas. No volunteers should be required to carpool to project site.

PRE-EVENT VOLUNTEER COMMUNICATION:

- ❑ Stay home if you are feeling sick, if you have had contact with anyone who tested positive, or are under self-quarantine guidance from your healthcare provider.
- ❑ If you begin to feel sick during the event, go home immediately.
- ❑ Bring your own mask to wear during the event.
- ❑ Bring your own work gloves to wear during the event.
- ❑ Limit the use of your phone.
- ❑ Provide electronic documents before the event. If signatures are required, provide sanitized pens with a “used” and “unused” box. Sanitize after the event.
- ❑ Host a planting procedure webinar or share an instructional video with all participants before event to eliminate the need for a large how-to gathering at the event.

DISTRIBUTION FACILITATION IDEAS:

- ❑ Tree pick-up drive through process:
 - Tree recipients load tree into their vehicle.
 - Tree recipients open their vehicle trunk and the tree is loaded for them by volunteers.
- ❑ Tree recipients arrive at a scheduled time to the holding site to receive their designated tree.
- ❑ Trees are delivered to individual households.
- ❑ Email a step-by-step tree planting instructional video to recipients.
- ❑ Planting, care, and maintenance information is emailed to all the recipients. Printed copies may be made available.
- ❑ Consider the option for tree(s) to be delivered and planted at the home for those who are unable or want the service.

PLANTING FACILITATION IDEAS:

- ❑ Keep volunteer group as small as possible.
- ❑ Allow social distance units (family members, roommates, etc.) to plant together.
- ❑ For larger projects, rotate small groups in shifts over a longer timeframe.
- ❑ Assembly line procedure with groups of three participants:
 - Person 1 unloads the tree from the truck into a wheelbarrow.
 - Person 2 receives tree in the wheelbarrow and transports to pre-dug planting hole.
 - Person 3 transfers tree from wheelbarrow to plant.

WATER/SNACKS:

- ❑ Volunteers and participants will bring their own water bottle from home.
- ❑ Do not provide onsite snacks or shared water containers for the event.
- ❑ Ensure that hand washing practices can be implemented by having running water with hand soap on site and/or hand sanitizer or disinfectant wipes.
- ❑ Donate budget for snacks/refreshments to local charity or provide a gift card to volunteers.



TOOLS:

- ❑ Ask volunteers to bring their own tools and gloves.
- ❑ Volunteers are not to share tools.
- ❑ If providing tools, sterilize them before and after use. Consider using a commercial grade sanitizer such as EnvirOx H2Orange2 Hyper-Concentrate 112.
- ❑ If providing gloves, have volunteers keep the gloves.
- ❑ Consider adjusting budget to purchase gloves for each participant.
- ❑ Have “planting kits” (tools, gloves, saw, etc.) cleaned and pre-sorted before volunteers arrive to prevent crowding during tool and glove distribution.
- ❑ Refer to [CDC](#) recommendation for surface disinfecting.



KEEP IT FUN!:

- ❑ Institute a tree cheer or chant that people can cheer to each other during plantings.
- ❑ Create “I planted a tree today” stickers.
- ❑ Create signs that can be put at the planting sites. Signs might say, “Hi! I’m new to the neighborhood” or “Tree planters at work.” Be creative!
- ❑ Encourage people to share pictures of the planting on social media. (Tag your organization and @ArborDay so we can share in the fun!)



Questions?

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