

48-Hour Checklist for Project Managers



- Checked county and local community guidelines at <http://ccionline.org/health-and-human-services/public-health-orders/> or to see the most current local orders and public health variances <https://covid19.colorado.gov/public-health-executive-orders/local-orders-variances>
- Confirmed group size and other project specifics meet local guidelines
- Contacted land management partner to confirm project details, including group sizes on agency lands
- Verified all volunteers completed both waivers and that their emergency contact information is complete
- Took stock of your own health, including taking your temperature
- Contacted the Project Team with any last-minute details/changes
- Confirmed with Project Understudy or On-Call person that they are available in case you become sick
- Sent final reminders via email to all project participants (including Project Team)
 - Reminder to take stock of how they are feeling and review health questions that could get them sent home if they are unwell or forget necessary items
 - Resent COVID-19 protocol video
 - Reminder to use VOC's packing list
- Packed all needed supplies listed on the Project Manager Packing list