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**POLICY AND PLAN FOR THE REOPENING OF NARCOA
OPERATIONS DURING THE PANDEMIC OF 2020 ON
JUNE 16, 2020**



JUNE 12, 2020

NARCOA WILL REOPEN JUNE 16, 2020

*****PLEASE READ THIS MESSAGE IN ITS ENTIRETY AS IT CONTAINS***
*** IMPORTANT INFORMATION *****

Ladies and Gentlemen of NARCOA,

This has been a difficult year for us all. Never before have we experienced what living through and adapting to a pandemic is like. Please remember that there are still people falling ill and dying in every state every day from Covid-19. Yet areas are beginning to open up, some faster than others. It is with these facts in mind that the BOD has discussed our next plan of action. Please see the results of our efforts in the two documents below.

The document entitled “Policy and Plan for the Reopening of NARCOA Operations During the Pandemic of 2020 on June 16, 2020” is the framework of how we plan to reopen. As you will see, we will be following all national, state, and local requirements, as well as those imposed by the railroads within the area of each excursion. This will allow “safer” areas to open sooner than some of those with more restrictions in place.

The second document entitled “NARCOA Covid-19 Liability Release Form” will require a signature from all persons who participate in an excursion. It should be self-explanatory.

At a minimum, all NARCOA excursions will require masks, social distancing, and hand hygiene. If you do not agree with the guidelines or information in the enclosed documents, then simply wait until the pandemic is over. These efforts are being made to protect our NARCOA COMMUNITY as well as the people from the areas that host our excursions. Safety is everyone’s responsibility.

Please note that we will not allow “rides for the public” type events at this time since there is no practical way to do so safely.

Should you choose to participate in an excursion during the pandemic, please be safe, consider other people’s safety, and have a good experience.

Sincerely,

Ross Baxter

NARCOA President

**POLICY AND PLAN FOR THE REOPENING OF NARCOA OPERATIONS
DURING THE PANDEMIC OF 2020 on June 16, 2020**

I. NARCOA participant responsibility.

- A. Participation in all NARCOA events is a purely voluntary recreational activity. You, as an individual, by voluntarily participating in such activities, are responsible for your own health and safety. While the NARCOA Board of Directors (BOD), Affiliates, Excursion Coordinators (ECs), and our host railroads will do their best to keep you safe, you retain the responsibility for your own personal health and safety.
- B. The EC's will do their best to identify all national, state, local, and railroad guidelines and regulations. They will ensure that their excursion does not conflict with any of these requirements regarding maximum group size or other restrictions. These restrictions may change at any time and therefore must be monitored by the EC. In all cases where requirements may be in conflict, the more restrictive instructions will take precedence over all others. At a minimum, masks, social distancing, and hand hygiene will be required at all excursions. Once the EC has determined that they can hold the excursion by complying with all local, state, and national guidelines they will consult the Area Director(s) covering the location of the excursion for final approval.
- C. The Area Director will report to the full BOD to maintain knowledge of the approved or denied excursions on a national basis.
- D. ECs should utilize this document in their planning of an excursion. All persons in attendance must sign the attached "NARCOA Covid-19 Liability Release Form" on the day of the excursion verifying they are low risk of infection and releasing NARCOA of liability should they contract Covid-19. This new document will be kept and stored with the usual required NARCOA documentation for future reference as needed.

II. Self-care.

It is the operator's responsibility to ensure that all persons riding in their motorcar are healthy and well.

- A. The following persons should not attend:
 - 1. Anyone who has had contact with another person diagnosed with or suspected of having Covid-19 in the two weeks prior to the excursion.
 - 2. Anyone with a fever, cough, shortness of breath, diarrhea, or other Covid-19 symptoms.
 - 3. Anyone who suspects they may be infected with Covid-19.
 - 4. Anyone with underlying medical conditions, which place them at higher risk.
- B. Persons not planning to participate on the excursion are recommended to stay home. If they do come, they should not be allowed to leave their highway vehicle without a mask and social distancing.
- C. It is recommended that time away from the excursion be spent only with the persons in your party. Members should refrain from congregating in groups for meals, at hotels, etc.
- D. Attendees are expected to follow local mandates and recommendations, including when traveling to and from excursions.

III. Social distancing

Has been proven to help prevent spread. All persons in your party must always maintain a minimum distance of 6 feet from members of any other party.

A. Set-on

- 1. ECs will make every effort to provide all necessary paperwork prior to the excursion. The operator is responsible for assuring that all persons in their party know and understand what is expected of them and that all the paperwork is completed PRIOR TO ARRIVAL.
- 2. The operator should plan to set their car on with minimal to no assistance from anyone else from another party, maintaining 6 feet for social distancing between parties.
- 3. Cars should be moved only by the operator or someone within their party. No one should come in contact with anyone else's car.

4. The cars should be spaced such that a minimum of 8 feet exists between the normal exit location of each car. This will allow participants the ability to enter and exit their cars while maintaining the required 6-foot social distancing.
5. Once all cars are set on, it is recommended that the EC or designated person number cars to aid in better communication within the group.

B. Safety meeting.

1. All participants are required to attend the safety meeting.
2. The EC will determine the best method to conduct the meeting while maintaining 6 feet distancing between parties. This may require more than one small group meeting with larger excursions.
3. The EC, or other designated person, will conduct the safety meeting(s) being sure that all participants are in attendance and obtain the same information. Participants will not talk during the presentation. If they have a question, they should raise their hand and speak when recognized by the EC.

C. Restroom and other breaks.

1. Cars should be stopped with 8-foot distances between the exits as noted above.
2. Stops should be planned in remote areas where possible to minimize interaction with onlookers from the community.
3. Should anyone from the community approach a car, the operator should politely ask them to maintain social distancing and wear a mask.
4. Participants should remain in their cars as much as possible to minimize contact.
5. Porta Potties should be provided for those not willing to use the restroom outdoors. Their use should however be minimized as much as possible since virus may linger within the enclosed areas. Sanitizing wipes should be utilized.
6. If it is not possible to have breaks in remote areas, the EC should contact the planned break area for approval prior to making the planned stop. (i.e. gas station or restaurant)
7. Walking along the consist for any reason should be avoided. Necessary travel for flagging, restroom, etc. should be done while maintaining 6-foot distancing.
8. It is recommended that participants bring meals with them to minimize contact with persons outside the group.

D. Breakdowns.

1. Preferably only members from the inoperable car should attempt to make repairs. If time allows and they need assistance, they must maintain social distancing if possible. This may require stepping back to allow another person room to approach the inoperable car, to maintain 6 feet distance.
2. If a car is to be towed, either party may connect the tow bar, after which they move away, and the remaining party comes to check proper placement before proceeding.

E. Set off.

1. Set off instructions will be provided prior to the end of the excursion via radio to minimize confusion if possible.
2. Set off should follow the same general restrictions as set on, maintaining social distancing between groups.
3. Once the car is loaded and secure, the highway vehicle and trailer should be pulled away from the set off for final securing, etc.

IV. Hand Hygiene

- A. All groups will bring at least one bottle of REQUIRED hand sanitizer.
- B. Hand sanitizing is recommended anytime a participant enters or exits their vehicles.
- C. Additional hand sanitizing should occur anytime that anything is touched outside the vehicles. This would include the passing and receiving of paperwork.
- D. Hands should be sanitized before meals and before touching the face.

V. Masks.

- A. Masks must always be worn while outside of the highway vehicle or on track vehicles or while in the presence of anyone from another group.
- B. All participants are always required to have a mask in their possession.
- C. Masks will be either paper or cloth and may be purchased or homemade. Masks should provide a snug fit. Loose masks and bandanas are not as effective but can be used.
- D. Masks must be worn properly covering the mouth and nose.
- E. It will be at the participant's discretion whether to wear masks while in their respective vehicles unless someone approaches them to provide communications at which times masks should be used.
- F. Masks are to be worn by flaggers while outside their vehicles.

VI. Compliance.

- A. Anyone not in agreement with the conditions of attending a pandemic excursion as outlined herein **SHOULD NOT ATTEND**.
- B. All participants should remain alert for issues of non-compliance. If someone is not wearing their mask, for example, they should be politely reminded.
- C. Any recurrent non-compliance should be reported to the EC and may be treated as misconduct and reported to the JC committee for evaluation.
- D. If the non-compliance cannot be resolved, the offending party may be asked to leave the excursion.

VII. Summary.

- A. Little is known about Covid-19, but some certainties exist.
 - 1. It is extremely contagious.
 - 2. The newly infected person may be asymptomatic for days, perhaps two weeks or more, during which they can unknowingly pass the virus to others.
 - 3. It can have dangerous consequences for persons of any age or degree of health. More people require hospitalization, ICU care, and die than with other more familiar common viruses.
 - 4. There is no current vaccination and it seems possible that a person can become re-infected after recovering from an infection.
 - 5. At this time the only protection proven to prevent spread of Covid-19 is social distancing, frequent hand washing, covering BOTH your nose and mouth with a proper fitting mask, and refraining from touching your face with unclean hands.
- B. Avoiding becoming infected or infecting others.
 - 1. Social distancing works. Maintaining 6 feet or more while wearing a mask properly will prevent the droplet spread between most people.
 - 2. Frequent hand washing with soap for 20 seconds kills the virus. Using hand sanitizer is the second-best option. Hand hygiene prevents the spread from touching contaminated surfaces.
 - 3. Masks do little to protect the person wearing the mask unless they maintain social distancing. The main function of the mask is to protect others from droplets of virus if the wearer is infected.
 - 4. If you are sick or have been in contact with a person with Covid-19, you should stay home and self-isolate since there is a higher likelihood of passing the virus to other innocent people within the community.

C. Implications.

1. Safety is of paramount importance. NARCOA was built on the rigorous practice of safety and railroads demand safety.
2. The health and wellbeing of our NARCOA community, which includes our members, their families, and friends, depends on each and every one of us following the requirements contained within this document as well as all local requirements.
3. Every individual has a responsibility to keep themselves safe. Every organization should do all it can to keep others as safe as possible.
4. The NARCOA BOD and I take this pandemic very seriously and therefore have expended a lot of time and effort in creating these excursion recommendations to do our best to keep us as safe as humanly possible.
5. Those not adhering to these new safety rules will be dealt with severely for jeopardizing the health of others. We are serious about preventing spread of Covid-19 throughout our NARCOA community.
6. Please be safe in all that you do even outside the setting of NARCOA activities. You and your loved ones only have one life to live, so do not waste it being foolish or taking shortcuts. If it happens to you, you will severely regret it. If you cause someone else to become infected, or die, you will regret it forever.

D. Requirements

1. While this document is intended to be utilized as a general guideline for conducting a pandemic excursion, there are three distinct requirements.
 - a. Masks covering both the mouth and nose must be worn when outside the vehicles.
 - b. Social distancing of 6 feet is to be maintained at all times.
 - c. Hand hygiene must be done regularly.
2. No rides for the general public will be allowed at this time.
3. This policy may be revised from time to time as conditions of the pandemic evolve.

Sincerely,

Ross Baxter, MD

NARCOA President

REVISION #1.5

June 6, 2020