



COVID-19 Supply Handling and Trash Collection Procedures

Giving Supplies Before the Cleanup

1. Gather your team before starting the cleanup to read the Safety Guidelines.
 - a. **Safety is always first and the most important part of a successful event.**
 - b. **You MUST review and READ aloud the KNB safety guidelines to all volunteers before starting your cleanup.**
2. Ensure all volunteers have a mask and are COVID-19 symptom free. No fevers, sore throat, colds, chest congestion, nausea, or have come into contact with anyone who has tested positive, or have tested positive themselves.
3. Give volunteers gloves and trash bags, after gloves are on, volunteers can put vests.
 - a. Remind volunteers that once they have everything on and begin to pick up litter, to not touch themselves, or anything other than their trash bag and the litter.
 - b. If volunteers need to stop during the cleanup, make sure they follow the proper removal steps and sanitize hands immediately after throwing gloves in trash bag.
 - i. At this point, those volunteers should not touch anything litter related, including their vests if applicable.
 - c. When those volunteers are ready to start again, provide a clean pair of gloves.

Collecting Trash After Cleanup

1. Volunteers should bring their trash bags to the location where they will be left for pickup.
 - a. If needed they may place partially full bags inside of other partially full bags.
2. One bag should remain open for PPE and sanitizing wipe disposal until all used disposables are thrown away.
3. Have volunteers remove their gloves **using the proper removal techniques**, place gloves inside of trash bag and **immediately sanitize hands** before touching anything else.
4. Once all volunteers have placed gloves and any other disposable PPE in the trash bag, the group leader can remove their gloves, place in trash bag, and sanitize hands. Leave this one bag open to throw sanitizing wipes in.
5. Other equipment should also be sanitized before taking home or back to KNB for drop off. KNB will provide sanitizing wipes.
 - a. Use sanitizing wipes on vests as best as possible. KNB will be sanitizing them again upon return, but appreciate your assistance in reducing the chance of spreading COVID-19.
6. **Vests should be put on after gloves and removed once all other PPE is removed and hands have been sanitized.** Place in the bag provided by KNB. Sanitize hands and place in vehicle.
7. Make sure all volunteers follow the same protocols if sanitizing other equipment.
8. Once the items are sanitized, place wipes in the open bag and you (the group leader) will close it.
9. Immediately sanitize hands and have volunteers re-sanitize as well.

COVID-19 Supply Handling and Trash Collection Procedures