



Decision Making Rubric for Evaluating Program Start During a Pandemic Environment (within 4 weeks of scheduled start date) *revised June 3, 2020*

Legal Notice: The following Decision Rubric is tailored specifically and uniquely to Northwest Youth Corps programs, in consideration of their specific programmatic and organizational elements. While we gladly share them as resources, they are not meant to be applied to other programs without careful consideration and revision to match the uniqueness of your organization, population, staff, mission, training, resources, environment, and risk tolerance. **By adapting or otherwise utilizing these protocols in your program, you do so at your own risk and expressly agree to release from liability and hold harmless Northwest Youth Corps for any liabilities, losses, damages, suits, or expenses of any sort.** If you have questions, please contact Northwest Youth Corps.

1. Using the best predictive information available at the time under consideration; is it likely that restrictive civil orders will have been lifted at the national, and state level, or that we will have an ability to conduct operations within the limits of those restrictions. If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date.

Responsible party – COVID-19 Task Force

2. Can we provide reasonable assurance that participation in our program carries the same or lower risk of being impacted by COVID 19 that our participants would face working at comparable jobs in their community? Based upon the prediction of the Institute for Health Metrics and Evaluation (covid19.healthdata.org/projections), is the incidence of COVID19 in the communities in which we are operating in at an acceptable level? Are the healthcare resources in those communities equipped to meet all of our healthcare needs, including if an infection were to occur on our crew? Are the civil restrictions in place trending towards loosening or tightening? In circumstances where programs are in the field and the incidence rate is rising, is the 14-day average in the county (Clackamas, Multnomah and Washington County metrics will be averaged in consideration of the Portland Metro area) in which we are working at an acceptable level to meet our standard of not increasing participant risk of infection?

Please note that this criteria was revised on May 18th, and then again on June 2nd, 2020 to use the IHME data in a more dynamic manner at the community level.

Responsible party – COVID-19 Task Force

3. Do we have the capability to implement our COVID-19 procedures and protocols within the time frame and locations under consideration? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date.

Responsible party – Risk Management Officer (or agent)

4. Do we have confidence that we’ll meet an 80% threshold for projects, including signed agreements and partner readiness/capacity, to host crews (based upon commitments from partners to 80% of the project load at this time benchmark)? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date, and/or adjust program parameters to an acceptable level.

Responsible party – Programs Director (or agent)

5. Do we have sufficient number of trained staff to safely operate and support our crews? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date, and/or reduce the number of crews to a level commensurate to our staffing.

Responsible party – Risk Management Officer *and* Program Director

6. Do we have sufficient number of adequately trained Woodsbosses (or equivalent) to meet our established crew-to- Woodsbosses ratios? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date, and/or adjust program parameters to an acceptable level.

Responsible party – Programs Director (or agent)

7. Do we have at least 50% qualified applicants at the time of consideration to be confident in fielding full crews at the proposed start date? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date, and/or adjust program parameters to an acceptable level.

Responsible party – Community Engagement Manager (or agent)

8. Do we have enough vehicles, equipment and supplies to operate the program or can we obtain (logistically and financially) by the time the program begins? If “yes” continue to next evaluative criteria. If “no” consider the appropriate duration to suspend the start date, and/or adjust program parameters to an acceptable level.

Responsible party – Operations Manager (or agent)

9. Does operating a crew, given the current socio-political climate and the climate that is likely to be present in 4 weeks, align with the organization’s community responsibility values? If “yes” proceed to plan for this program. If “no” consider the appropriate duration to suspend the start date.

Responsible party – Executive Director (or agent)