



## Chester Heights Borough Recycling Day COVID Precaution Plan

Borough of Chester Heights will have their annual Recycling Day on Sept 26 2-4PM at the Chester Heights Community Park, at this time we are currently in the green phase. Historically there has been about 100 residence participating. Due to the current COVID-19 we have developed a Recycling Day COVID Precaution Plan to ensure the safety of our volunteers, vendors and residents but expect less than 150 persons. Chester Heights is currently in the Green Phase, if we are relegated to the Red Phase we will **cancel** our event. Our park is small and we use the volunteer fire department/Pa state troopers to manage traffic and the number of cars in and out of the park's drive way. We have always controlled the traffic flow and number of vehicles in the park.

Laura Lim is the Recycling Day Coordinator and will ensure the following PPE/social distancing rules are followed.

The borough will provide PPE (gloves and masks) for **all vendors, volunteers and any residents that show up without a mask** and will be mandatory to wear during Recycling. The following rules are applicable green and yellow.

### Recycling Day COVID Precaution Vendor/Vehicle Setup

1. The Recycling Day Coordinator will coordinate with vendors 14 days prior to ensure vendor employees have not had COVID or symptoms
2. The Recycling Day Coordinator will ensure the three vendors vehicles (paper shredding, donations and e-waste) are placed at a minimum 30 feet apart
3. Vendors will arrive 30 minutes prior to the event to have a COVID-19 Precaution 1-on-1 with Recycling Day Coordinator to include the following items in the discussion
  - A. Always wear a mask (covering mouth and nose)
  - B. Always wear gloves
  - C. Stay with your vendor vehicle at all times

### Volunteers

1. The Recycling Day Coordinator will coordinate with Volunteers 14 days prior to ensure they have not had COVID or symptoms
2. The Recycling Day Coordinator will also verify and control that only 14 volunteers participate
3. Volunteers will arrive 30 minutes prior to the event to have a COVID-19 Precaution 1-on-1 with Recycling Day Coordinator to include the following items in the discussion
  - A. Always wear a mask (covering mouth and nose)
  - B. Always wear gloves
  - C. Stay at your designated spot, maintain social distancing at all times
  - D. Assigned tasks will be for the duration of the 2 hour event

## Residents

1. Recycling Day Coordinator will send out a flyer to residences on AUG 15. The flyer will document the following items:
  - A. Rules on allowable items for recycling
  - B. Always stay in your car and place all the items in the trunk of car\bed of truck
  - C. Always wear a mask (covering mouth and nose)
  - D. Pull up and pop your trunk, a vendor/volunteer will collect your items
  - E. Only one person in the car dropping off goods

## Volunteer Fire Dept/State Trooper

- A. Always wear a mask (covering mouth and nose)
- B. Always wear gloves
- C. Stay at your designated spot, maintain social distancing at all times
- D. Control traffic and quantity of vehicles into the park. Limit 5 vehicles max in the drop off line

Estimated max numbers (25) at any time:

5 residents/vehicles

4 vendor persons 3 vendor trucks (normally only 1 vender person with vehicles but e-waste will have two trucks)

14 volunteers/council persons

Pa troopers and Vol Fire Dept remain on the main road and not in the actual park area

**Masks are Still Required**  
in the  
**GREEN PHASE**

**Protect the Progress,  
Remember to**  
**M. A. S. K.**

**M**y mask protects you,  
your mask protects me.

**A**lways cover your  
**NOSE** and **MOUTH**.

**S**crap it if it's dirty,  
damaged, or doesn't fit.

**K**ee it clean - your  
mask & your hands!

