

## COVID 19 Changes to Live Trips in the Activities Database (ActDB)

### Guidance for Leaders Adjusting Trips to Meet AMC Rubric Requirements

#### Updating and Changing Live Trips to Adjust to Changes in Phase

- All Live trips will be pushed back to the Approvers pending Leader completion of the Phase 2 volunteer training and e-signing of the volunteer waiver.
- All in-person trips must use the Registration option for in-person trips “Registration Required”
- Trip plans and descriptions must be adapted to meet the requirements of the current Phase. Leaders need to communicate changes with their Approvers proactively. For example, if you have a trip planned to NH where now only NH residents can attend, you must inform your Approver about how you will adapt your in-person event. Some options include:
  - Reschedule to a later date.
  - Change the trip location.
  - Cancel the trip.
- Leaders will need to ask participants to reregister for previously posted trips by completing the registration forms. By completing these forms, participants accept and acknowledge the risks of COVID 19 and sign AMC’s online waiver form. This is also how leaders will collect emergency contact information for participants.
- For trips where there is already a participant list greater than the group maximum size, Leaders will need to take steps to meet the 10-person group size limit such as:
  - Inform people they will need to re-register for the trip and space is limited.
  - Schedule – or ask another leader to schedule – a similar or identical trip in the subsequent weeks that people can opt for instead.
- **Trips with overnight reservations** need to be adapted to meet requirements for the current phase. We are in Phase 2. To make adjustments to group size for AMC reservations, contact [Penny Miller](#) (603) 466-8122.

#### Posting New Trips and Changes in Phase

- Trip must meet criteria for current Phase.
  - Leaders should only post trips that are allowable in current Phase and meet the rubric in terms of stay at home advisories, access to public lands, and group size.
  - Leaders should also only make reservations in accordance with the current Phase. In practice this means that while we are in Phase 2, reservations at lodging are limited to groups of 10. Leaders must work with reservations to make arrangements to accommodate groups that include people who are not in the same contact group. To make AMC reservations, contact [Penny Miller](#) (603) 466-8122.
- AMC staff will make decisions about changes in Phase, i.e. moving from Phase 2 to 3.
- Changes in Phase will be communicated through the Volunteer Newsletter.
- Where changes in phase impact live trips, Leaders should follow the guidance at the beginning of this document.