



Campus Compact of Oregon AmeriCorps Sites and Project Teleservice Policy

Campus Compact of Oregon currently hosts and supports five full and part time AmeriCorps programs. The overall safety and wellbeing of our members is the highest priority of our organization and our funder, the Corporation for National and Community Service (CNCS). Counted among the AmeriCorps programs supported by Campus Compact of Oregon are Connect2Complete/Equitable Pathways, Equitable Pathways Bridge Programming, AmeriCorps VISTA, AmeriCorps Summer VISTA, and College Access Corps/GEAR UP, therefore our organization has developed the following policies to meet the performance measures of our programs, our grantee performance measures AND, most importantly ensure the safety and wellbeing of our members during the unprecedented time.

AmeriCorps VISTA (365 days of full-time service) *Indirect Service, Capacity Building*: All members are able to teleserve full-time if sites are not able to provide safe working conditions. Members must fulfill whatever constitutes full time at their sites and activities must be documented bi-monthly through timesheets. Members should report their activities to the VISTA Program leaders and staff using forms provided by Campus Compact and approved by CNCS. VISTA teleservice forms are traditionally collected three months into a full year term of service. During this time, teleservice forms, which outline member activities and access to resources necessary to complete the VISTA project, will be submitted at the beginning of the VISTA member's term of service.

Summer VISTA (8 weeks of full-time service), *Direct Service*: During the 2020 Summer term, all members will serve remotely unless sites are able to provide a workspace in which members are six-feet apart, wear a facial mask, access to hand sanitizer, and gloves. In the event that the member does serve on-site, a description of activities should be provided to the VISTA Program Director and approved after a documented discussion with the Program Director and Executive Director of the intermediary.

Connect2Complete/Equitable Pathways (1700 hours/10.5 months of service) *Direct Service, Attendance/Advocate* & Summer Bridge(300-450 hours) *Direct Service/Summer Melt*: Summer Bridge members will serve remotely until the state of Oregon deems it safe for host site (depending on factors such as building capacity) to reopen. Under those circumstances, host sites must adhere to all safety protocols and provide documentation that all COVID-19 safety precautions are met. The

member and the site must work together to devise a plan for program design and implementation that considers the challenges that COVID-19 may present to meaningful student engagement and intervention. Toward this end, sites should complete a COVID-19 project sustainability plan that includes the contact information of students, advocates, and stakeholders, a list of resources that will enable the AmeriCorps member to facilitate meaningful and impactful engagements (technology, utility resources, linguistic resources, etc.), and a member support and supervision plan.

Until there is an accessible vaccine, and afterward, Campus Compact and its sites will follow COVID-19 safety guidelines laid out by governor Kate Brown and the state of Oregon. Teleservice, service hours, and service duties are subject to evaluation and approval based on CNCS guidelines and policies. As a CNCS grant holder Campus Compact asks that sites provide the following documentation that service duties are supported remotely during this time. Please note that for many reasons, members may not feel safe serving in-person. In these cases, the member's request must be honored by the site, and Campus Compact of Oregon and documented alternative plans must be made to ensure the member is supported in completing their service remotely.

Service sites are asked to support members in ensuring that they have resources and viable workspace to carry out their service remote. This includes access to site files and documents, communications (email, internal communications, video conferencing abilities, etc.), or any technology devices that the site can provide for said members.

Documentation of service activities should include the following:

- Description of teleservice activities (examples include: research on student need, community resources, and networking, year-end program guide, professional development and training, program support materials, etc)
- Teleservice plans completed at the start of member service.
- Clear communication on how service will be verified
- Email site supervisor and copy program manager the day before or day of to report what your service hours will be for that day of teleservice. All hours served should be during normal service times (i.e. not 12:00 am - 4:00 am).
- Authorization of hours after documentation of hours submitte
- Submission of Teleservice Form electronically scanned and emailed

Member Wellness and Racial Equity:

- Please make sure that members are supported in accessing medical and emotional health services during this time. Additionally, please be cognizant of the fact that the

scope of impacts of COVID-19 is the product of systemic racism. In mid-June of this year, The Washington Post reported that one of every three Black people knows someone that has died of COVID-19. Black and Brown members of the Latinx community has been devastatingly affected, representing most of the cases in the Southwestern regions of the country. Additionally, East Asian people have been stereotyped and scapegoated as the progenitors of COVID-19 as a result of general ignorance and the spreading of misinformation by the media and the Trump administration. **For this reason, it is important to acknowledge the racial and cultural dimensions of health services and care. Please work with AmeriCorps members to develop a personal wellness plan and circle of support.**

- COVID-19 is having devastating effects on the economy, for this reason, members may be under duress due to the widespread consequences of the financial crisis.
- Please work with Campus Compact of Oregon staff and AmeriCorps leaders to provide wrap-around support for members. Please communicate with Campus Compact program staff if issues arise.

Support from Campus Compact of Oregon:

- Campus Compact AmeriCorps Leaders check-in with all AmeriCorps members bi-weekly convene member webinars and provide up to date information about COVID-19 related resources.
- Additionally, program staff will inform sites of COVID-19 related resources.
- Campus Compact provides regular racial equity and training resources to its memberships and project sites. Recently, Campus Compact launched an institutional equity series that provides member campuses with COVID-19/Racial equity response resources.
- Campus Compact convenes active site supervisor regularly to ensure that our programming is serving the communities we are in collaboration with, convenings will be held as long as COVID-19 effects the implementation of our programming.