

Daily Operations Handbook
(Revised January 2021)

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Items in red will likely not apply during the winter of 2021 due to COVID-19 protocols or are items which are expected to be revised or expanded upon soon.

Important Contacts

Emergencies	911
Non-emergency Polk County Sheriff Number	218-945-3232
Nature Center	218-945-3129
City of Fertile (Monday-Friday, 9:00am-5:00pm)	218-945-3136
Brent Silvis	701-885-1548
Lisa Liden	218-289-5667

Directors			
First Name	Last Name	Email	Phone
Nicole	Bernd	nicole.bernd@wpolk.mnswcd.org	C:218-280-8989 O:218-281-6070
Craig	Engelstad	craigengelstad@gmail.com	C:218-280-2115 H:218-945-6571
Stacy	Erickson	stacyerickson31@gmail.com	C:218-277-9338
Laurie	Fairchild	fair0053@umn.edu	C:307-256-3202
Wayne	Goeken	wgoekenmn@gmail.com	C:218-280-0516 H:218-574-2622
Wendell	Johnson	wendelldeanjohnson@gmail.com	C:218-280-5546 H:218-281-6813
Dan	Wilkens	pamelaw@gvtel.com	C:218-280-0934
Staff and Volunteers			
Lisa	Liden	lisa@cityoffertile.org	218-945-3136 C: 218-289-5667
Brent	Silvis	brentsilvis@gmail.com	701-885-1548

Welcome Volunteers!

Welcome to the Agassiz Environmental Learning Center's volunteer program. Being a volunteer is extremely rewarding, educational and fun. You have an important role in advancing Agassiz ELC's mission:

"To foster a greater understanding of the interrelationships between humans and nature."

You help the AELC fulfill this mission by helping provide visitors information and guidance on the unique Fertile Sand Hills environment and education and recreation opportunities to explore this site in a manner that respects the environment thus ensuring enjoyment by present and future generations.

Thank you for sharing your time, dedication, and enthusiasm! We appreciate your commitment to help us share the diverse recreational and educational activities available in the Fertile Sand Hills with everyone who walks through our doors.

Our volunteers are instrumental in educating our patrons, supporting community education, and providing an opportunity for the community to participate in outdoor recreation.

Since your support as a volunteer is extremely important, your decision to participate must be made with the full understanding of the commitment and responsibility it demands. This handbook has been prepared for you as a reference guide. It contains information regarding the recreational and educational programs we offer, emergency contacts and our policies and procedures. Please read it carefully so you will be well equipped to answer questions knowledgeably.

Thank you for giving your time and energy to the AELC. We hope your time spent here will be as rewarding to you as it is beneficial to the visitors you touch.

Mission and History

MISSION: TO FOSTER A GREATER UNDERSTANDING OF THE INTERRELATIONSHIPS BETWEEN HUMANS AND NATURE.

History

In 1976, the City of Fertile purchased 640 acres of the Sand Hills to be used as a wilderness sanctuary and recreation area. A grant in 1985 allowed the Nature Center building and trail system to be created. The AELC was established as a private non-profit corporation in 1991.

The Nature Center combines the best of nature study, conservation education, outdoor recreation, and environmental education. The AELC site includes over 12 miles of hiking/cross country ski trails, a campground, a deck overlooking the Sand Hill River and a nature center which provides restroom facilities and a meeting room for classes and community events.

Notable Landscape Features

Lookout Point

Stand on top of this south-facing bluff and take in a spectacular view of the Sand Hill River Valley. Imagine early explorers using this vantage point to enjoy the beauty of the hills.

Scout Tower

Enjoy a panoramic view of the Red River Basin from Scout Tower. Originally called Tower because of its height, its current name is attributed to a tower of poles built on the summit by Fertile Boy Scouts. That tower has long-since disappeared, as has the United States Geological Society's elevation marker that was once located on this spot.

Sand Hill River

Follow the winding course of the Sand Hill River as these dancing waters flow over Glacial Lake Agassiz beach ridges on their way to the Red River and northward to Hudson Bay. Much of the sand found in this area was deposited here in a river delta, as a river draining from Lake Koochiching in the east met Lake Agassiz. The delta created would have been like the delta found today where the Mississippi River meets the Gulf of Mexico.

Riverine Forest

The river and its valley have produced a rich lowland forest community. Wildflowers, ferns, and trees greet visitors. Expect to see a mixture of songbirds, waterfowl, and birds of prey.

Blufflands

An unusual natural community – birch forests with boreal species are found on cool and damp north-facing bluffs. Steep bluffs and deep valleys have been formed over the years by the Sand Hill River.

Oak Savannah

A rare experience awaiting visitors is a hike through the Oak Savanna – a prairie landscape with a mix of scattered oaks. Imagine the stories these gnarled 100-year-old oaks could tell of life in the Sand Hills!

Dunes

Wide-open expanses of shifting sand dunes once characterized the Sand Hills. Plants have now stabilized the dunes. Death Valley 1 and scattered small “blow outs” are still active.

Death Valley 1

Wind-blown sand forms this active sand dune. Sand forms ripples as it is blown over the surface. Eventually, the sand grains cascade over the steep north face of the dune and their journey ends... until the shifting dune exposes them again.

Sand Prairie

Visitors are treated to beautiful panoramas of rolling hills covered throughout the growing season by grasses and wildflowers. An amazing variety of plants and insects are found in these sand prairies.

Old Mill

The foundation of an old mill can be found along the river on West Mill Road. A dam was once located near this site, creating a large pond covering the area to the south.

Daily Opening Checklist

1. Turn on all the lights and unlock the doors, including bathroom door.
2. Turn the sign in the front window to show that the Nature Center is “OPEN”.
3. If needed and you are able, please shovel or sweep snow away from entry doors. Apply salt to icy spots. Shovel off observation deck, picnic tables and benches.
4. Light a fire in the fire pit if you are able and it seems appropriate.
5. Please sign in on the “Sign-In and Notes” sheets at the back of this binder.
6. As needed refill paper towels, toilet paper and soap. Refills are in the lower cabinets of the kitchen. The key for the dispensers is in the cash drawer (one of upper drawers in kitchen below the counter). If running low on refills, please notify Lisa Liden at 218-945-3136.
7. Feel free to make coffee, hot cocoa, or tea for yourself or any of our visitors if they request it.
8. Please re-stock soda and water supplies in the refrigerator, as necessary. Additional soda and water can be found in the lower kitchen cabinets. If more refreshments are needed, please let Lisa Liden at 218-945-3136.
9. If the phone rings, please answer it. Please reference other areas of this handbook for answers to common questions.
10. During your shift, keep track of how many visitors come through the Nature Center. **Encourage visitors to sign the Visitor’s Log located by the front door.** At the end of your shift, please enter the number of visitors, rentals/sales, and other comments on Sign-In and Notes sheets in the back of this binder.
11. If possible, please restock maps at kiosk at nature center entrance.

If you have any questions, concerns, or emergencies please contact the appropriate person.

In case of an emergency please dial 911.

For other issues, please call the Polk County Sheriff nonemergency number, City of Fertile, Brent Silvis or Lisa Liden. See “Important Contacts” for contact information.

Daily Closing Checklist

1. Make sure the sign in the front window is turned to show that the Nature Center is "CLOSED."
2. At the end of your shift, please enter the number of visitors, rentals/sales, and other comments on the "Sign-In and Notes" sheets at the back of this binder.
3. Secure cash box in a location as directed.
4. Please shut off the coffee pot/hot water dispenser, if you used it, and clean it out so the next volunteer can enjoy it as well.
5. Make sure the door between the bathrooms and the main part of the Nature Center is locked. Ensure exterior door to the bathrooms on the east end is open or locked, depending on current operating procedure.
6. Turn off all the lights.
7. Lock both locks on the front door with your key.
8. If the Nature Center needs cleaning or maintenance, please call Lisa Liden at 218-945-3136.
9. Please log volunteer hours worked at: <https://aelcfertile.org/links>

If you have any questions, concerns, or emergencies please contact the appropriate person.

In case of an emergency please dial 911.

For other issues, please call the Polk County Sheriff nonemergency number, City of Fertile, Brent Silvis or Lisa Liden. See "Important Contacts" for contact information.

Equipment Rentals

AELC offers rentals of:

- Kayaks with PFDs and paddles
- GPS units
- Snowshoes
- Skis with boots and poles

Signed liability waivers are required with each rental. Rented equipment is expected to be used on site. Generally, rented equipment is to be returned by the posted Nature Center closing time.

Daily rental fees:

	Nonmember	Member
Cross-country ski rental (with boots and poles)	\$6 per person \$20 per family	Free
Snowshoe rental	\$6 per person \$20 per family	Free
GPS Unit rental	\$6	Free
Kayak rental (with PFD and paddle)	\$10	\$6

Rental Tracking Sheet

To keep track of equipment rented and returned, a tracking sheet is provided. A sample of this sheet is shown below.

Equipment Rental Tracking Sheet

Date: Time out: Time in:	Name of customer and description of equipment:
Date: Time out: Time in:	Name of customer and description of equipment:
Date: Time out: Time in:	Name of customer and description of equipment:
Date: Time out: Time in:	Name of customer and description of equipment:
Date: Time out: Time in:	Name of customer and description of equipment:
Date: Time out: Time in:	Name of customer and description of equipment:
Date: Time out: Time in:	Name of customer and description of equipment:

Snowshoe Sizes

Weight (pounds)	Snowshoe Length (inches)
25-100	16
100-150	21
150-200	25
200-250	30
250-300	36

MSR Snowshoe Lengths

Black = 19"

Green = 22"

Green with fin attached = 28"

Men's Shoe Sizes	
US	EUR
7.5	40
8	41
8.5	41.5
9	42
9.5	42.5
10	43
10.5	44
11	44.5
11.5	45
12	46
12.5	46.5

Women's Shoe Sizes	
US	EUR
5	35
5.5	36
6	37
6.5	37.5
7	38
7.5	38.5
8	39
8.5	40
9	41
9.5	41.5

Kid's Shoe Sizes	
US	Euro
4	35
4.5	35.5
5	36
5.5	36.5
6	37
6.5	37.5
7	38
7.5	38.5
8	39

Skier Height	Ski Length	Pole Length
6'3" - 6'4"	210	165
6'1" - 6'2"	205	160
5'11" - 6'0"	205	155
5'9" - 5'10"	200	150
5'7" - 5'8"	195	145
5'5" - 5'6"	190	140
5'3" - 5'4"	185	135
5'1" - 5'2"	180	130
4'11" - 5'0"	175	125
4'9" - 4'10"	170	120
4'7" - 4'8"	165	115
4'5" - 4'6"	160	110
4'3" - 4'4"	155	105
4'1" - 4'2"	150	105
3'11" - 4'0"	145	105
3'9" - 3'10"	140	105

Fee Schedule

	Nonmember	Member
Cross-country ski rental (with boots and poles)	\$6 per person \$20 per family	Free
Snowshoe rental	\$6 per person \$20 per family	Free
GPS Unit rental	\$6	Free
Kayak rental (with PFD and paddle)	\$10	\$6
Daily horse trail fee	\$5 Currently waived	Free
Daily trail fee for hiking, skiing, snowshoeing (waived if renting equipment)	\$3 Currently waived	Free
Camping: primitive site	\$15 a day per site \$75 a week per site	\$15 a day per site \$75 a week per site
Camping: RV site	\$20 a day per site \$100 a week per site	\$20 a day per site \$100 a week per site
Can of soda or bottle of water	\$1	\$1
Cocoa or coffee	\$0.50	\$0.50
T-shirt	\$10	\$8
Mug	\$5	\$3

Waivers

On the following pages are samples of the most current liability waivers. Blank waivers are located at the desk for guests to complete and sign.

Waiver – Skis and Snowshoes

Agassiz Environmental Learning Center and City of Fertile Cross Country Ski & Snowshoe Liability and Photo Release Form

Name _____

Address _____

City _____ State: _____ Zip: _____ Phone _____

Add to Mailing List? Yes: _____ No: _____ E-mail: _____

AELC Member: Yes: _____ No: _____ Rental/Use of: Skis: _____ Snowshoes: _____

Use of skis, snowshoes, and access to trails is free to Agassiz Environmental Learning Center (AELC) members.
Non-members: \$6 equipment fee; \$3 trail fee (trail fee waived if renting equipment from AELC).

PLEASE READ CAREFULLY!

ASSUMPTION OF RISK

I am aware that cross country skiing and snowshoeing involve risks, dangers, and hazards and that injuries are a common and ordinary occurrence of these sports. I freely accept and fully assume all risks, dangers, and hazards and the possibility of personal injury, death, property damage and loss resulting therefrom.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of being allowed to use the facilities and premises at the Fertile Sand Hills, and specifically in exchange for the opportunity to use the rental equipment, I hereby agree as follows: I hereby waive any and all claims that I have or may have in the future against the State of Minnesota, Polk County, City of Fertile, Agassiz Environmental Learning Center (AELC) and their officers, directors, employees, representatives, agents and volunteers (all of whom are hereinafter collectively referred to as "the Releasees") for personal injury, property damage, or wrongful death arising from the above activities whether caused by active or passive negligence of the releasees or otherwise, except for liability resulting from conduct that constitutes greater than ordinary negligence. By executing this agreement, I agree to hold the Releasees harmless and indemnify them in conjunction with any injury, disability, death, or loss or damage to person or property that may occur as a result of engaging in the above activities.

EQUIPMENT

The undersigned agree to accept for use the available equipment as is and WITH NO WARRANTIES, express or implied. I understand that the ski/snowshoe boot/binding system is not designed or intended to release and will not release under normal circumstances and as such, it will not reduce the risk of injury during a fall. The undersigned accept full responsibility for the care of the equipment during the rental period and will be responsible for the replacement at full retail value as determined by AELC if equipment rented under this form is not returned or returned in a damaged condition.

PHOTO RELEASE

I give permission to the Releasees to take photographs, video, or audio footage of participants and/or their property for use in any media format, now or hereafter known for future education and recreation programs to help promote the AELC.

COVID-19

If I am exposed to or infected by COVID-19 while using AELC facilities, premises and/or equipment I agree to hold the Releasees harmless and indemnify them in conjunction with such exposure or infection.

SAVINGS CLAUSE

If a court finds any portion of this waiver and release to be contrary to law, invalid, or unenforceable, the remainder of the waiver and release will remain in full force and effect.

I have read and understand this agreement and I am aware that by signing this agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, and assigns may have against the Releasees.

Participant's Signature

Participant's Printed Name

Date

Parent/Guardian: If the participant is a minor, I verify that I have authority to enter into this agreement on behalf of the minor and I agree to be bound by all terms and conditions of this agreement. Please list the names of all minors for which you are entering this agreement.

Minor Participant's Printed Name

Minor Participant's Printed Name

Minor Participant's Printed Name

Minor Participant's Printed Name

Minor Participant's Printed Name

Parent/Guardian's Signature

Parent/Guardian's Printed Name

Date

(v. 01/12/2021)

Waiver – Kayaks

Note: this will likely be updated prior to 2021 season.

Agassiz Environmental Learning Center and City of Fertile Kayak Liability and Photo Release Form

This document affects your legal rights. It must be signed by you, the Participant, whether you are an adult or a minor, if you are using Kayak equipment from Agassiz Environmental Learning Center (AELC). It must also be signed by your parent or guardian if you are a minor (under 18 years of age). The parent or guardian agrees to these terms individually and on behalf of the minor. **Only a parent or guardian may sign for a minor.** I, me, we or us in this document refers to all who sign below.

In consideration of the AELC allowing me/us to use Kayak equipment, I agree as follows:

- A) I agree to use the Kayak/s only on the Sand Hill River in the immediate Fertile area, and will not transport the Kayak/s to another body of water;
- B) I fully understand and acknowledge that outdoor recreational activities have: inherent risks, dangers, and hazards and such exist in my use of Kayaking equipment and my participation in Kayaking activities;
- C) My use of Kayaking equipment and participation in Kayaking activities may result in ailments and/or injuries that may cause serious disability, paralysis, or death;
- D) These risks and dangers may be caused by the negligence of the employees, officers or agents of the AELC, the negligence of the participant, the negligence of others, or the forces of nature such as sun, cold, wind, hail, lightning, and other phenomena;
- E) The Kayak may overturn or sink; there are risks of falling out of or drowning while in a Kayak; objects may be encountered in and out of the water which may not be obvious, including debris, trees, rocks, bridges, dams and other unnamed hazards;
- F) The participant/s agree to carry a Coast Guard approved Type I, II, III, or V life jacket; **I agree that any child under 10 years of age will wear an approved life jacket at all times while Kayaking;**
- G) I hereby assume all risks and dangers and all responsibility for any losses or damages caused by the employees, officers, or agents of the AELC, me, and any other person or persons that I allow to access or use Kayaking equipment;
- H) I, on behalf of myself, my personal representatives, and my heirs, hereby voluntarily agree to release, waive, discharge, hold harmless, defend, and indemnify the AELC and its employees, officers, and agents from all claims, actions, or losses for bodily injury, property damage, wrongful death, loss of services and all other claims which may arise out of my use of Kayaking equipment;
- I) I understand that I may need medical care in remote areas, and as such, I authorize the AELC to obtain for me, or a minor child that I sign for, such medical care as it considers necessary and appropriate and I agree to pay all costs associated with such medical care and transportation.
- J) I agree to return the Kayak to the trailer or storage area in a clean condition without excess water inside;
- K) I give permission to the Agassiz ELC and its employees or representatives to take photographs, video, or audio footage of participants and/or their property for use in any media format, now or hereafter known for future education and recreation programs to help promote the Agassiz ELC.

Employees, officers, or agents of the AELC reserve the right to refuse Kayak equipment use to anyone who they believe to be under the influence of alcohol or drugs.

I HAVE READ THE ABOVE WAIVER AND RELEASE AND AGREE TO ITS TERMS.

_____	_____	DATE _____
Participant Name-Print	Signature	

_____	_____	DATE _____
Parent/Guardian Name-Print	Signature	
(If participant is less than 18 years of age)		(v. 12/11/2020)

Membership

Why be a member?

AELC provides quality, hands-on learning activities unique to the ecosystems found in the Fertile Sand Hills. Hundreds of area students visit annually to participate in a variety of programs, which take place in our beautiful outdoor classroom!

The Fertile Sand Hills serve as the venue for many recreational opportunities. Whether you like to hike, cross country ski, horseback ride, camp, or just relax in the beautiful outdoors, the Sand Hills offer something for everyone.

With more than 12 miles of trails, membership helps to defray the costs associated with maintenance, and signage, as well as mowing, spraying for noxious weeds, and keeping the trails free of litter. Site management is ongoing to ensure that the trails are being used properly and the integrity of the terrain is protected.

What is in it for me?

As a member you can use the AELC trails and ski/snowshoe equipment free of charge and kayaks at a reduced rate. As a member, you are also invited to attend our Annual Membership Board Meeting, which is generally held the third Wednesday of January at 6:30 p.m. at the Fertile Community Center. You are welcome to ask questions, make comments, and engage in discussion on matters that come before the Board. All regular AELC Board meetings are also open to members and the public at large. You will be notified of all AELC programs via email, news releases, and social media posts.

What does it cost to become a member?

\$20 Student/Senior/Military

\$30 Individual

\$40 Family

\$100 Centurion

\$250 Patron

\$500+ Benefactor

\$2,500 Lifetime

On the following page is a sample of the most current membership form. Blank forms are located at the desk for guests to complete and sign.

Memberships can be submitted online at <https://aelcfertile.org/membership>



Agassiz ELC Annual Membership

____ \$20 Student/Senior/Military ____ \$100 Centurion ____ \$2,500
Lifetime
____ \$30 Individual ____ \$250 Patron ____ \$ ____
Other
____ \$40 Family ____ \$ 500+ Benefactor

After an initial contribution of \$100, future gifts will count towards being a lifetime member.

Name: _____
Address: _____
City: _____
State: _____ Zip Code: _____
E-mail Address _____
Phone Number _____

Thank You!

*Agassiz Environmental
Learning Center is a 501(c)
(3)non-profit educational
organization
Contributions are tax-
deductible.*

Please remit this form and payment to
Agassiz ELC
PO Box 388
Fertile, MN 56540
or join on-line at <https://aelcfertile.org/membership>

—Retain for your records—

Agassiz Environmental Learning Center Contribution

A tax-deductible gift of \$ _____ has been given to the Agassiz ELC, Fertile, MN.

By: _____ Date: _____

Your contribution helps fulfill the mission of the Agassiz ELC,
To foster a greater awareness of the interrelationships between humans and nature.

Membership benefits include:

- Support for youth and community education and recreation programs
- Sustainable site management
- Tax-deductible membership contribution
- Agassiz ELC newsletter (quarterly and special editions)
- e-notifications of programs/events
- Free use of cross-country ski equipment and snowshoes
- Free use of trails. (hiking, skiing, snowshoeing, mountain biking)
- Reduced fee for kayak rental (\$6/day)
- Free or reduced admission to Agassiz ELC programs.

Thank You!

*Agassiz Environmental
Learning Center is a 501(c)
(3)non-profit educational
organization
Contributions are tax-
deductible.*

Permitted Trail Uses

- Except as noted, all motorized vehicles are prohibited in the Fertile Sand Hills trails. Prohibited vehicles include cars, trucks, tractors, forklifts, skid loaders, ATVs, 4-wheelers, 3-wheelers, motorized bikes, dune buggies, and side-by-sides/Rangers/UTVs.
- Snowmobiles are permitted only on snowmobile trails and only when conditions allow.
- At this time, bicycles are not permitted on any trails.
- Exceptions can be made to this policy for official business or by special permission.

Summer

- Horse riding is permitted on designated trails only.
- Hiking is permitted on any trails. However, hikers yield to horse riders on horse trails.

Winter

- Snowmobiles are permitted only on snowmobile trails and only when conditions allow.
- Skis are permitted on ski trails.
- Hikers and snowshoers are encouraged to use the snowshoe trails. However, they are permitted to use other trails provided they do not walk on groomed ski trails.

Maps

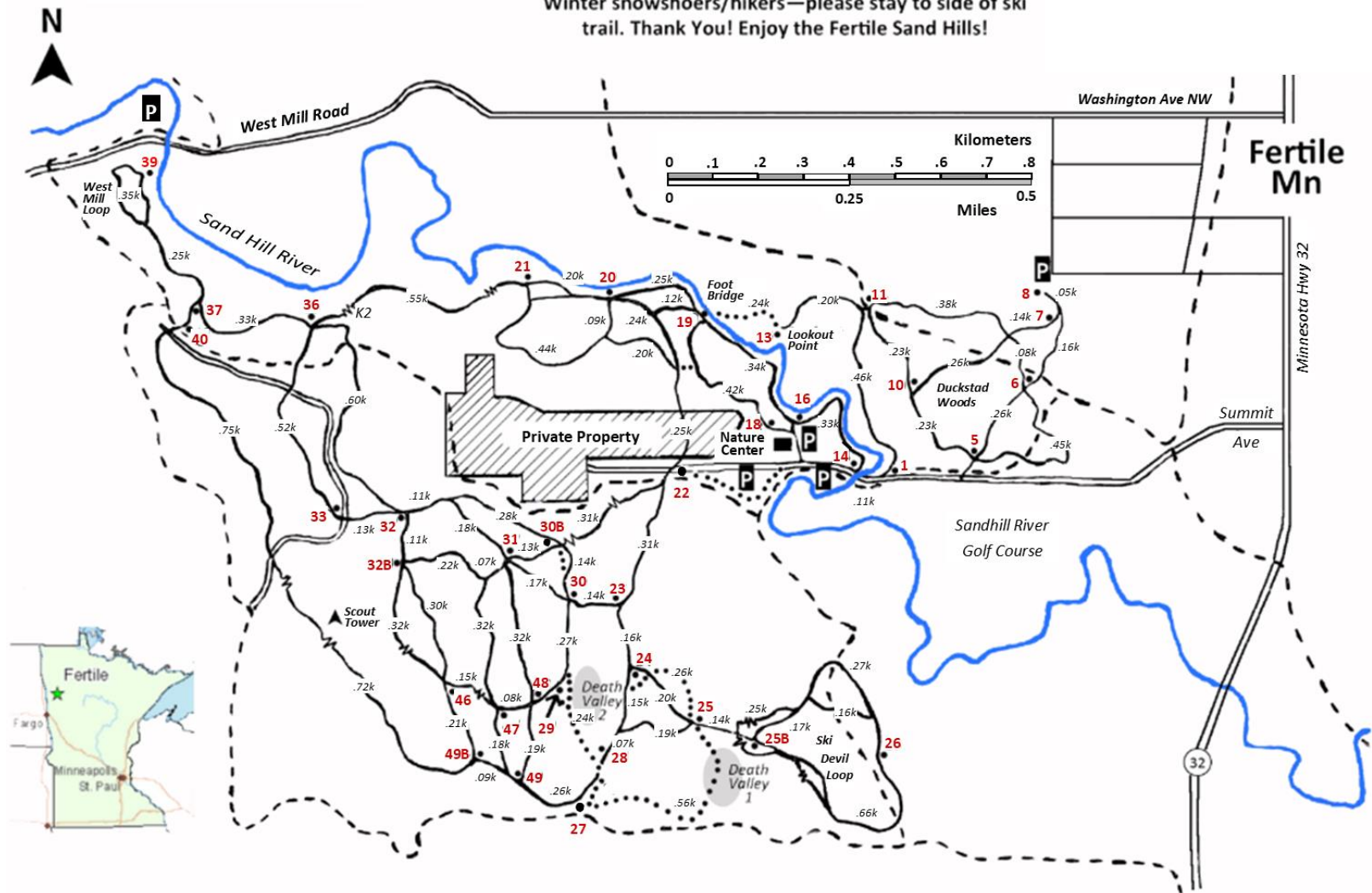
On the following pages are samples of the most current maps. Maps are located at the desk and some kiosks.

Fertile Sand Hills Trails Map

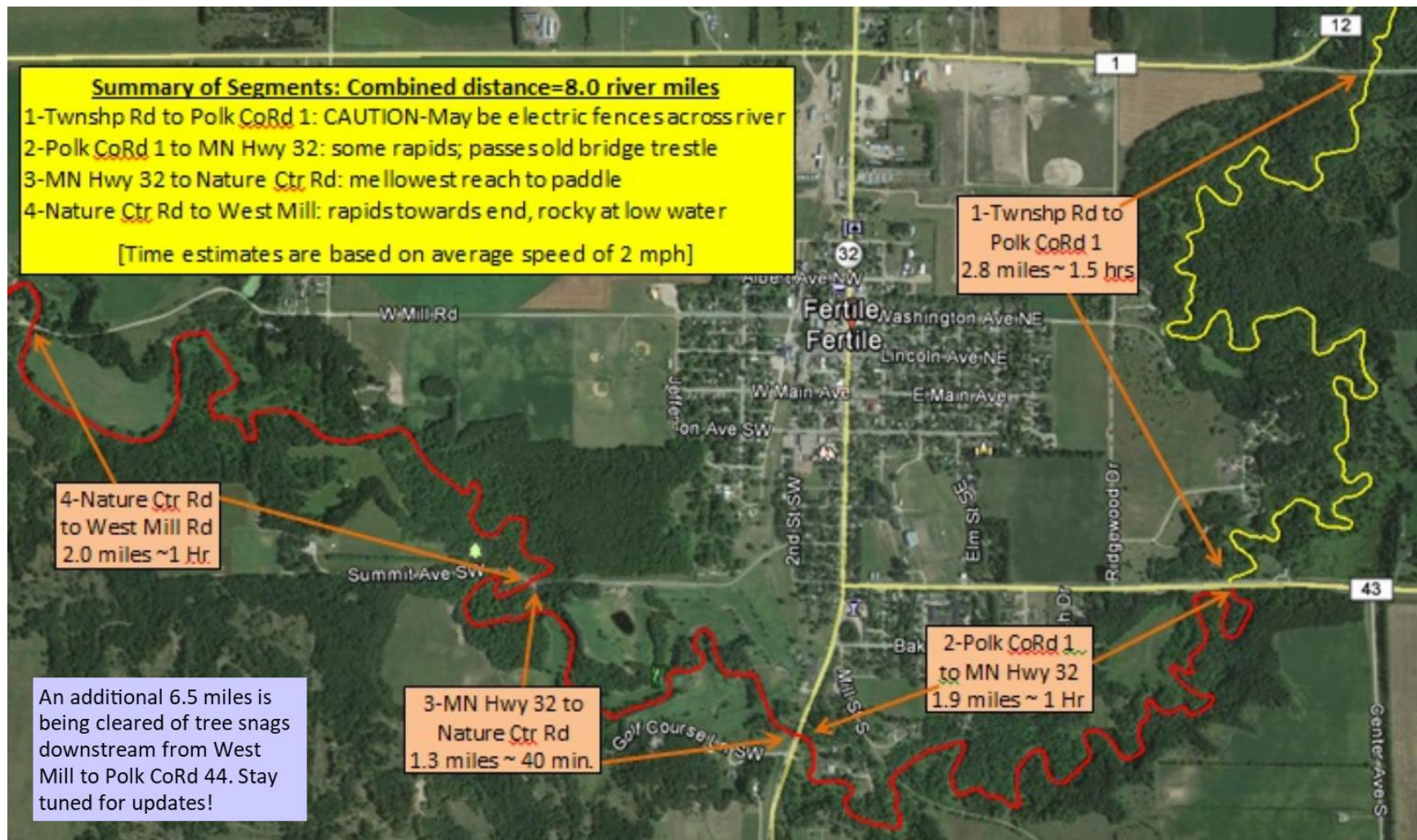
(Nov.2018)

-  Cross Country Ski (Winter) / Summer Hiking
-  Summer Hiking Trail
-  Snowmobile(Winter) / Horseback(Summer)

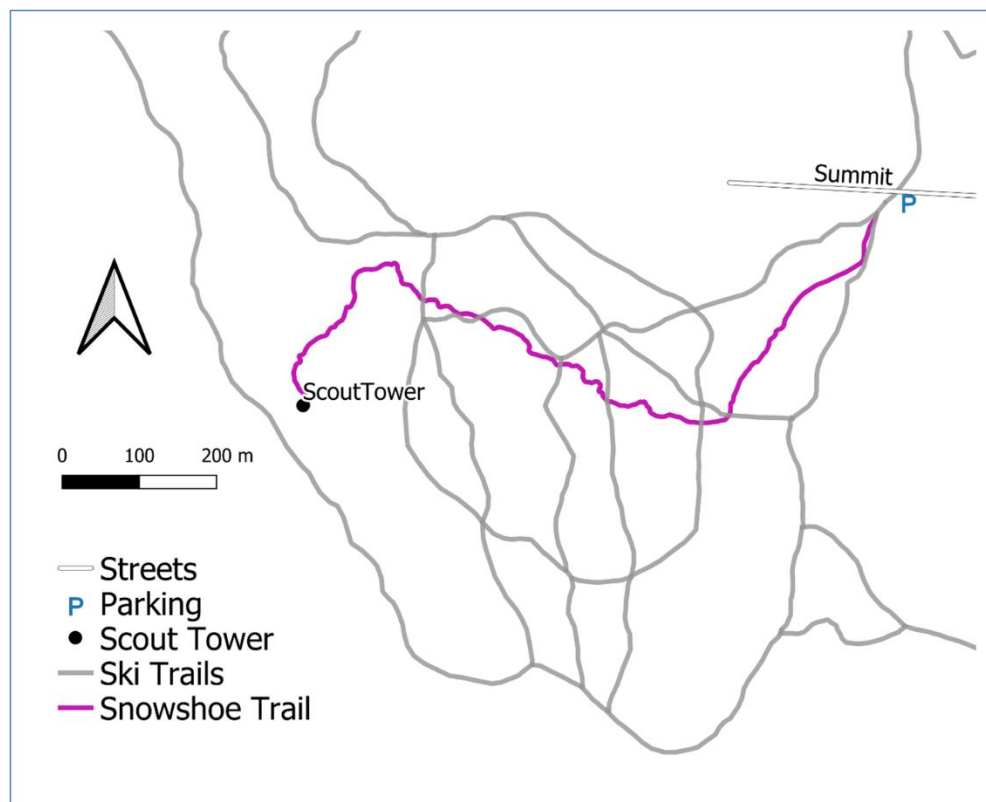
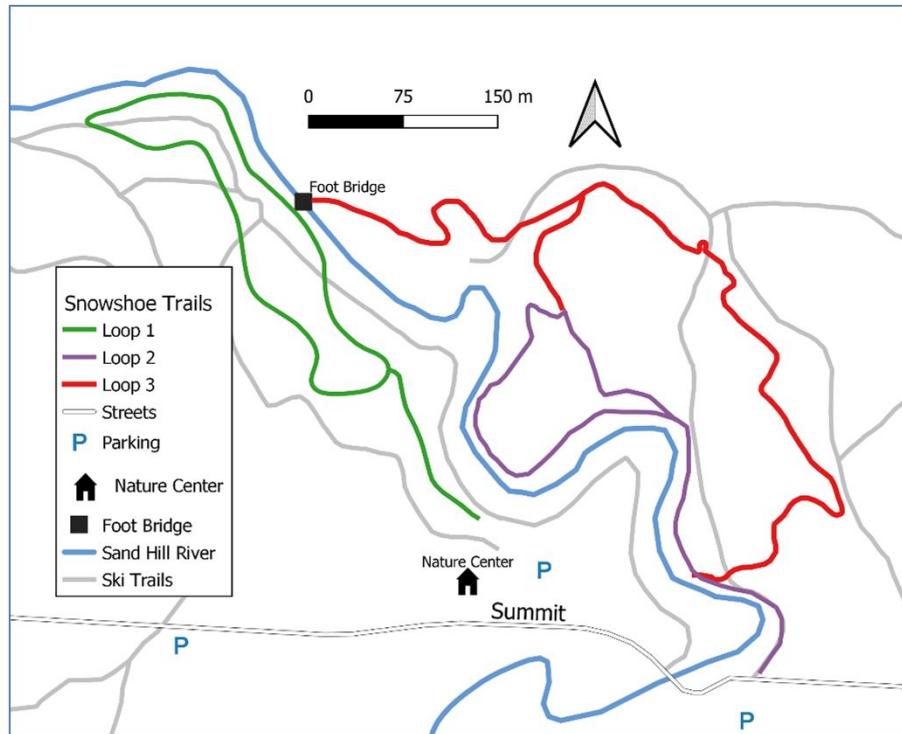
Winter snowshoers/hikers—please stay to side of ski trail. Thank You! Enjoy the Fertile Sand Hills!



River Map



Snowshoe Maps



Camping

- AELC offers camping sites. Reservations can be made by calling the nature center.
- AELC offers five primitive camping sites. These are in the loop east of the Nature Center. There is not electricity or water. However, restrooms, showers and firewood are available 24/7.
- AELC offers one RV site. This is located east of the shed. Electricity is available at this site all year. Water is available during late spring, summer, and early autumn. Those wishing to use this site should call the nature center to reserve it.
- If the nature center is closed when campers arrive, they can deposit their camping fee in the drop box at the mail kiosk.
- Sites can be reserved or registered by calling the nature center.
- **Coming soon: campground map**

Camping Fees:

Primitive Site	\$15 a day per site \$75 a week per site
RV Site	\$20 a day per site \$100 a week per site

Hunting

Archery hunting is allowed at the AELC for members only. All hunters must obtain a permit from AI and Laura's Foods at 309 S Mill Street. 218-945-6151. Hunting with firearms is prohibited.

Facility Rental

The Nature Center is available to rent, subject to availability.

What is included in the rental?

- Meeting room with seating for up to 48 people (tables and chairs).
- Two bathrooms (with showers)
- Full kitchen
- Use of trails
- Use of deck overlook of Sand Hill River
- Campfire with firewood
- 8-10 picnic tables, plus benches
- Projector, screen, whiteboard and wi-fi

Facility Rental Fees:

Non-profit	\$30.00
Individuals, private parties or groups, businesses, etc.	\$65.00

As a gesture of goodwill, for occasional use AELC waives the rental fee if you are a group whose primary function is working with youth. These events must be chaperoned.

Programming

For questions about our educational programming please refer guests or callers to <https://aelcfertile.org/learn-1> and advise them to contact Brent at 701-885-1548.

COVID-19 Protocols

On the following pages is the current COVID-19 Preparedness Plan.

Rented equipment returns and disinfection

- Nonporous equipment will be disinfected upon equipment return using a disinfectant approved by the EPA for use on COVID-19. This equipment will then be available for rent.
- The linings of ski boots are porous. Per EPA guidelines for COVID-19, upon return boots will be sprayed with a 1.5% hydrogen peroxide solution. They will then be allowed to dry. After five minutes, they can be placed in front of a fan to speed up drying. Once dry, boots will be available for rent.

Communications and training practices and protocol

- This COVID-19 Preparedness Plan will be communicated to all staff and visitors.
- Appropriate signage will be posted on the premises to ensure the safety of visitors and staff.
- Approved and signed COVID-19 Preparedness Plan will be posted on premises and AELC website.
- Management is expected to monitor how effective the program has been implemented. Management and staff are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training, as necessary.
- This COVID-19 Preparedness Plan has been certified by AELC management and the plan was posted throughout the workplace and made readily available to staff 1/8/2021. It will be updated as necessary by Wayne Goeken.

Certified by:



Wayne R. Goeken
Chairperson, Agassiz ELC Board of Directors

1-8-2021
Date

Frequently Asked Questions

A lot of information can be found on our website: <https://aelcfertile.org/>

Our Facebook page is frequently updated with most current information.

If you are unable to answer a guest's or caller's questions, please take a message or refer them to the appropriate person.

Who should I contact in case of emergency?

In case of an emergency please dial 911.

For other issues, please call the Polk County Sheriff nonemergency number, City of Fertile, Brent Silvis or Lisa Liden. See "Important Contacts" for contact information.

Who should I call if I can't come in for my scheduled shift?

Please contact Brent Silvis at 701-885-1548 if you are unable to come in for your shift.

What should I do if the weather is bad?

Please use your own judgment in deciding if it is safe to come to the Nature Center to volunteer.

Likewise, please use your own judgment in deciding if the Nature Center should be closed early due to weather conditions. Please contact Brent Silvis at 701-885-1548 if you the Nature Center will be closed due to weather.

Who should I call if something needs to be fixed or repaired at the Nature Center?

Please contact Lisa Liden and she will notify the City of Fertile Public Works Department.

How do people find out about trail conditions?

Updates on trail conditions are usually posted on the "Agassiz Environmental Learning Center" Facebook page. This includes reports on mowing, ski trail grooming, and water levels/tree snagging of the Sand Hill River water trail. Water trail information also posted on the "Sand Hill River Kayaking" Facebook page.

Sign-In and Notes

Below, please provide the following information:

- Your name and the dates and hours your worked.
- Notes regarding number of visitors, number or rentals, sales, and any notable events, comments, or observations.

[illegible]