

## FOR REVIEW BY ADULT CLEANUP SUPERVISOR

### **Before the Cleanup**

- Schedule during daylight hours
- Learn to identify poison ivy
- Plan weather-appropriate drinks (cold in summer, hot in winter)
- Arrange a first-aid plan (e.g., with school nurse)
- Ensure proper staff-to-student supervision ratio
- Develop plan to recycle and dispose of miscellaneous materials, beginning with what your local DPW accepts
- Develop plan for handling and disposing hazardous materials (e.g., medical waste, unknown substances, animal carcasses)

### **What Participants Should Wear**

- Long pants (blue jeans recommended)
- Long-sleeved shirt or jacket
- Work boots or sturdy, ankle-high shoes
- Work gloves (provided)
- Weather-appropriate clothing (dress warmly if needed)

### **Before Arriving at Cleanup Site (remind participants)**

- Use the restroom

### **Day of Cleanup – Before Starting**

- Identify supervisors for all participants
- Review recycling guidelines with volunteers
- Assign a photographer to document the cleanup
- Review the following safety guidelines with team

### ***Safety Guidelines During Cleanup***

*Additional recommendations can be found on the [njclean.org](http://njclean.org) website*

- Do NOT pick up hazardous materials
- Stay alert for bees, wasps, hornets, snakes, and ticks
- Tuck pants into socks
- Only adults handle broken glass or sharp metal
- Do NOT step or kneel on sharp objects
- Avoid poison ivy, thorny, or noxious plants
- Avoid unsafe behavior (e.g., climbing structures, horseplay)

### **After & Reporting**

- Assign a photographer to document the cleanup
- Separate trash and recycling properly
- Count and photograph collected bags for reporting
- Complete the post-cleanup form and send it to [mchavanne@co.morris.nj.us](mailto:mchavanne@co.morris.nj.us)**