



COVID 19 VOLUNTEER TRAINING

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Table of Contents

About this Training

Assessments and Screenings

Preventive Guidance

PPE (Personal Protective Equipment) Reporting

Symptoms (similar to COVID)

Positive COVID-19

Exposure to COVID-19

Facility Infection Control Practices

Reporting Unsafe Conditions in the Workplace

About this Training

Why is this training provided and required?

In compliance with government executive orders, and under their direction, we have constructed a COVID-19 Preparedness and Response Plan. Outlined in the Plan are many guidelines to help us keep our volunteers as safe as possible. One criteria in the plan is that we are to train all volunteers on the workplace infection-control practices in place, the proper use of personal protective equipment (PPE), the steps volunteers must take to notify the Company if they experience any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions, including available reporting avenues. We are also tasked with maintaining a record or log of all volunteers who received training.

Assessments and Screenings

Daily Staff COVID-19 Screening Protocol

Upon entry to the building, volunteers are to complete the daily pre-screening protocol:

- Temperature check
- Questionnaire regarding potential symptoms of COVID-19 and potential close exposure to an individual with a positive COVID-19 test result.

COVID-19 Preventative Guidance for Volunteers

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes, and utilize PPE correctly.
- Maintain appropriate social distance of six feet to the greatest extent possible.
- Minimize ride-sharing. While in vehicles, ensure adequate ventilation. While using public transportation, employees are encouraged to use PPE.

COVID 19 PPE (PERSONAL PROTECTIVE EQUIPMENT)

All types of PPE must be:

- Selected based upon the hazard to the volunteer.
- Properly fitted, consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Volunteers are to wear provided non-medical grade face coverings while in the

common areas and hallways, and when they cannot consistently maintain six feet of separation from other individuals in the workplace

- Volunteers are to consider face shields when they cannot consistently maintain three feet of separation from other individuals in the workplace.
- Volunteers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. Volunteers who dispose of PPE and other infectious waste will also be trained and provided with appropriate PPE.

If volunteers have questions about PPE or how to use PPE properly, they should ask the volunteer coordinator.

Volunteers refusing to wear masks according to this policy will not be allow to volunteer.



Reporting Symptoms of COVID-19

Symptoms include:

- Dry cough;
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath or difficulty breathing; and

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

Reporting

If volunteers develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not report to volunteer, they are to leave immediately, notify the volunteer coordinator immediately after leaving the premises, and

consult their healthcare provider.

Volunteers who test positive for COVID-19

We follow state and federal guidance for return to work, including protocol for return to volunteering after symptoms of COVID-19

A volunteer who is presumed or confirmed positive for COVID-19 must:

- Report test results to volunteer coordinator
- Report test results to their primary care physician
- Remain in isolation at home
- May return to volunteer according to the following criteria:
 - 10 days since onset of symptoms, or since test result if asymptomatic
 - 3 days without fever, without use of medicines
 - Symptoms have abated
 - Has completed and submitted a Return to volunteer form, provided by HR
- When a volunteer has tested positive for COVID-19, the areas specific to that volunteer will be sanitized with bio-fogging before any other employees or guests enter
- While no names will be shared, staff will be notified when a volunteer tests positive, and those who are known to have had close contact will be separately notified to practice PPE standards and self-monitor for any potential symptoms

Exposure to individuals who have COVID-19

Volunteers are presumed to have close contact with individuals who have COVID-19 or symptoms of COVID-19, so we will not require them to report such contact.

Require affected volunteers to comply with applicable guidance on critical infrastructure volunteers continuing to work after exposure to COVID-19 or symptoms of COVID-19

Facility Infection Control Practices

- Quarantine guests for fourteen days who have been exposed to other guests who have tested positive COVID-19
- Guests who test positive do not return until recovered according to CDC guidelines
- Increased environmental cleaning and disinfection, and engineering measures:
 - Employees sanitize the work areas upon arrival, throughout the workday, and immediately before departure
 - Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs
 - Routinely bio-fog all areas of the mission

- Provide cleaning materials so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
- Maintain Safety Data Sheets of all disinfectants used on site
- Installed clear plastic sneeze guards at both intake desks.
- Placed tape at six foot intervals in our hallways and on sidewalks to promote social distancing
- Limited number of people in entries to 3
- Limited number of people in large rooms to 49
- Divided dining room into two smaller rooms, removed chairs to promote distance
- Removed chairs from Day Center, activated Chapel as secondary Day Center
- Installed covering over food service line for the dinner meal, and closed the line for all other meal periods.
- Utilized individual disposable food containers to prevent sharing buffet style quantities and utensils, and to limit interactions as well as handling of soiled plates.

Reporting Unsafe Workplace Conditions

We will assign a Plan Supervisor for each shift. Unsafe conditions are to be immediately reported to the designated Plan Supervisor or our COO, or CSO.

