

Second Harvest Volunteer Precautions

Talking Points for Agency Call – April 30, 2020

All volunteers:

- Need to be over the age of 18.
- Have not traveled outside of the state in the last 14 days.
- Have not had a fever, cough or shortness of breath in the last 7 days.
- Have not been around anyone with symptoms or a diagnosis of COVID -19 or Influenza A & B within the last 7 days.
- We are recommending (per CDC guidelines) that persons 65 and older be extra diligent about staying home during this crisis, but we are allowing people to make the decision that is best for them.

All volunteers will:

- Practice social distancing
 - Implemented new configurations at both locations to allow proper distance
- Increased handwashing (before, during, after shift)
- Gloves are required during shifts. If face is touched or glove is damaged; wash and re-glove.
- Sneeze & cough into elbow.
- Masks have been encouraged and starting Monday, May 4, required (we finally received our supply of masks)

Extra Precautions being taken with our group volunteers:

- Implemented a Screening Specialist volunteer to check in all volunteers:
 - Volunteers must answer & comply with the 4 requirements listed earlier (age, travel, symptoms, exposure)
 - Volunteers must have a temperature reading of 99 degrees F or below – taken with a thermal thermometer before shift
- 10 volunteers on each shift
- Moved from our main volunteer database to SignIn.com to accommodate an electronic volunteer waiver.
- No-touch check in done by staff versus on computer

Office volunteers – most positions have been put on pause at this time or moved to virtual/done at home

- In-office volunteers are required to wipe down workspaces both when starting to work in the area and as they leave and keep all work areas cleaned up

Credentials:

- We have provided weekly volunteers with an Exempt Employer Certificates (physical or digital email copy) accessible while transporting to, from and within their shifts.
- We advised episodic volunteers to use their confirmation email if needed to serve as proof of their volunteering shift.

Increased facilities cleaning and disinfecting, such as routine wiping of all door knobs within facility

Impact to Shifts and Productivity:

- Decreased from 4-5 shifts per day to 2 shifts per day at BP, and from up to 50-100 volunteers per shift to 10 per shift
- Week of 5/4 we are looking to add in 1 more shift per day (total of 3)
- Towards end of May we may be implementing staggered shifts to allow for 2 groups of 10 to be working in different areas of the facility, but maximum of 20 in the facility at one time.

Recruitment:

- Recruiting for group shifts – at first from pool of regular volunteers, then opened shifts up and have posted on HandsOn Twin Cities and Volunteer Match.
- We have seen a regular group of NEW volunteers coming weekly
- Continue to evaluate as more information comes from the State

PATS ASK: would talk about the steps we have put in place to keep volunteers safe, how that affects productivity, what adjustments we have made for recruitment in C-19 crisis – and position it so agencies could adapt if needed