

COVID-19 RESPONSE POLICY - Volunteers

Catholic Social Services is committed to following the recommendations of the CDC and DHSS to try to limit the spread of COVID-19 (coronavirus). This policy includes the measures we are actively taking to mitigate the spread of COVID-19, which requires the active participation and commitment of all CSS volunteers.

CSS's expectation is that all volunteers shall follow all of these rules diligently, to sustain a healthy and safe workplace in this unique environment as CSS continues to provide critical services to those in need in the community. It's important that we all respond responsibly and transparently to these health precautions. CSS assures you that it will always treat your private health and personal data with high confidentiality and sensitivity.

This COVID-19 policy is subject to change with no notice as information, recommendations, guidelines and directives or orders are issued by local, state and federal governments. All changes will be communicated to you via email as soon as possible.

Scope

This COVID-19 policy applies to all volunteers who physically work in our facilities or with clients of CSS.

Government Information and Notices

The following fact sheets issued by the CDC, are available upon request. They are meant to help educate people about COVID-19 and those steps you can take to protect yourself and others from becoming infected with COVID-19 or spreading the COVID-19 infection:

- What You Need To Know About Coronavirus Disease 2019 (COVID-19)
- Stop The Spread of Germs
- Share Facts About COVID-19
- Feeling Sick? • Symptoms of Coronavirus Disease 2019
- Wash Your Hands
- 10 Ways To Manage Respiratory Symptoms At Home

Consistent with the recommendations of the CDC, the following are the required actions volunteers should take to protect themselves, their co-workers and CSS's clients from a potential coronavirus infection.

1. While at work:



- All volunteers are expected to wear a mask and gloves at all times unless working alone in an office.
- Masks: Due to a shortage of masks in the community, many of the masks supplied will be made for our agency. Volunteers must keep these clean
- by washing them in the laundry as they do their clothes. We will also have access to more disposal masks, and they can be available if people forget, but we will try to preserve those for more long-term use.
- Gloves: Disposable gloves will be provided and should be changed on a regular basis when activities change (e.g., move from front desk activities to walk through of the site). Discard gloves by turning them inside out.
- In addition, please wipe down all regularly used items, such as telephones, computer keyboard, doorknobs, handles, and light switches on a very regular basis with proper cleaning supplies.

2. When you must stay home:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly.
- If you've been in close contact with someone infected by COVID-19, resulting in you having a high chance of being infected yourself.
- Additionally, you may not come into work for 14 days after your exposure to someone infected by COVID-19 and then only if you are not showing any signs or symptoms of being infected with COVID-19.
- If you have a positive COVID-19 diagnosis, you must follow government recommendations to self-quarantine for 14 days and you may only return to work after you've fully recovered, with a doctor's note confirming your full recovery and non-contagious status.

3. General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office, but the use of hand sanitizers is not a substitute for washing your hands frequently in accordance with CDC guidelines.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, immediately discard it properly and clean/sanitize your hands immediately. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- Follow Social Distancing Recommendations and maintain at least six feet of separation between you and other employees/volunteers or clients of CSS.
- If you find yourself coughing/sneezing on a regular basis, do not come to work. Notify your supervisor immediately to obtain further direction.



COVID-19 Response and Preparation

VOLUNTEER ACKNOWLEDGEMENT

I acknowledge that I have received, read and understand CSS's COVID-19 Response Policy - Volunteers and the CDC information attached.

I agree to abide by the requirements of the Policy.

Name

Signature