



## COVID-19 Policies & Procedures

Within this agreement "I" denotes each individual volunteer.

### COVID-19 VOLUNTEER Program Policies & Procedures

In signing this document, I understand and agree to the following:

- The Main Service Center is closed to volunteers, unless assigned as a Service Center volunteer, including meeting with the Volunteer & Event Specialist. If I need assistance I will contact the Volunteer & Event Specialist via phone or email.
- HEP will only utilize core volunteers in programs with a need. Volunteer positions will not be created if there is not a need in the specific HEP program.
- Until all COVID-19 restrictions are fully lifted the following volunteer programs are temporarily suspended: Project Pride.
- Until all COVID-19 restrictions are lifted HEP programs will limit volunteers as follows: no children under 13, and no substituting an additional person for a volunteer shift.
- No roaming on campus, upon arrival report directly to the assigned volunteer station only.
- The only area on campus open to volunteers, other than the designated volunteer station, is to shop in the HEP Thrift store on the days I am not scheduled to volunteer. I will adhere to CDC and store guidelines while shopping.
- Unless it is an absolute emergency, I will not miss a confirmed volunteer shift. If I cannot make a shift I will contact the Volunteer & Event Specialist and/or the program Direct Supervisor immediately.
- HEP requires mandatory temperature checks at the beginning of each confirmed volunteer shift on campus and log the temperature reading each day. If the logged temperature is 100.3 or below I am free to proceed to the volunteer assignment. If the temperature is 100.4 or above, I will leave campus immediately and notify the Volunteer & Event Specialist and the program Direct Supervisor immediately.
- Maintain 6 feet social distancing at all times.
- Masks are required at all times while on campus, especially while interacting with HEP clients, except when alone in the designated service area.
  - Cloth and clinical masks are accepted. If you do not have a mask, mask will be provided to you.
  - Ex. while sitting at an assigned desk, in the back warehouse of the thrift store, in the pantry of the kitchen.
- Should a volunteer arrive on campus or become ill during the assigned volunteer shift, they must leave campus immediately and notify the Volunteer & Event Specialist and program Direct Supervisor.
- Each situation is handled case by case and proper guidance will be handled accordingly.

### HEP Kitchen & Dining Hall

- Volunteers will help to prep meals, clean, and pack to-go meals. Meals are to-go until further notice.
- HEP will limit the number of volunteers in the HEP Kitchen to no more than 2 volunteers per shift & each volunteer will have a set schedule confirmed by the Volunteer & Event Specialist.
- Meal serving will be quick with no personal contact with HEP clients.
- Staff will train all volunteers on thorough cleaning procedures.

### HEP Thrift Store

- Store hours are limited to Tuesdays – Saturday 10am – 4pm to allow time for cleaning, sanitizing, and disinfecting the store.
- Volunteers must help to ensure shoppers maintain 6 feet social distancing on the store floor.
- Donation drop offs must be contactless & volunteers must: wear proper PPE (gloves, mask), sanitize before & after, encourage donors to stay in their vehicle, & place donations in isolation bins for 72 hours prior to sorting.

### HEP Veterans Clubhouse

- All guests, staff, and volunteers must enter through the front door and exit through the back door.
- Staff and volunteers must disinfect high touch surfaces (counters, tabletops, door handles, remote control, and computer equipment) every 2 hours.
- Volunteers must encourage clients to maintain 6 feet social distancing at all times.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature of volunteer under 18

\_\_\_\_\_  
Date

Please turn in your application to the Volunteer & Events Coordinator BEFORE volunteering. Additional paperwork and training may be required.  
Edie Minton, HEP Volunteer & Event Coordinator | [EdieM@HEPempowers.org](mailto:EdieM@HEPempowers.org) | 727-442-9041 ext. 107