



## **Samaritan's Feet COVID-19 Volunteer Safety Guidelines**

In compliance with the guidelines from the Department of Health and Human Services, SFI will reopen to the public. We have created some general guidelines, as we are committed to protect the health of our volunteers and staff members. These safety measures may be adjusted as we continue monitoring and following local officials' advice on this matter.

1. Social Distancing and Minimizing Exposure
2. Face coverings
3. Cleaning and Hygiene
4. Monitoring for Symptoms
5. Protecting Vulnerable Populations

### **Social Distancing and Minimizing Exposure**

- High-traffic areas will be marked for 6 feet of spacing (outside and warehouse).
- There will be 5 volunteers allowed per shift, starting June 15<sup>th</sup>. On June 29<sup>th</sup>, we will allow up to 20 volunteers per shift.
- Hand sanitizer (with a least 60% alcohol) will be provided at the entrance. Hand sanitation will be required.
- All SFI staff has been advised to stay 6 feet away from volunteers and from each other, when possible.
- There will be touch-less check-in/donation options (complete registration and waiver online, use own device/QR code to me electronic donation. Cash donations will be accepted).
- The number of chairs in volunteer room will be limited and place at least 6 feet apart. In the warehouse, volunteers will be placed at least 6 feet apart from each other to work.
- Disposable gloves will be available, but not required.



## **Samaritan's Feet COVID-19 Volunteer Safety Guidelines Cont.**

### **Face Coverings**

- Volunteers will be requested wear a cloth or disposable face covering before entering the Volunteer Room.
- We will provide face coverings to volunteers that may not have their own.
- The face covering should remain on throughout their visit.
- Every employee entering the warehouse area and/or volunteer room will be required to wear a face covering.

### **Cleaning and Hygiene**

- We will perform ongoing and routine environmental cleaning and disinfection of high-touch areas in volunteer room and warehouse (bathroom, chairs, doorknobs, tools, etc.)
- There will be two hand sanitizer stations: entrance to volunteer room and warehouse.
- We encourage volunteers to bring their own water bottle. The alternative will be to purchase water from a vending machine located in warehouse.
- Doors will be open when possible to limit contact with hard surfaces.
- There will be a trash can outside volunteer room for disposal of single use face coverings and disposable gloves.

### **Monitoring for Symptoms**

- Volunteers are encouraged to self-check for symptoms prior to their visit (fever, cough, shortness of breath, etc.).
- Volunteers that have been symptomatic will be asked to stay home and notify our volunteer coordinator, if possible.
- A non-contact forehead thermometer will be used to check volunteers' temperature upon arrival. Any volunteer with a reading above 99.6 F, will not be able to enter the building.