

The Volunteer Checklist – Volunteering During COVID-19

Thank you for your willingness to volunteer during these complex and challenging times.

The COVID-19 pandemic has necessitated changes to routines and practices to keep volunteers, and the general public safe and healthy during these times.

The following are general guidelines before, during and after volunteering.

Practices and protocols to protect volunteers may vary based on the individual business that you may be entering. Check with the volunteer manager at CV Christmas for kids where you are volunteering and follow the specific guidelines.

CV Christmas for kids requires the use of a mask **as well** as maintaining a distance of 6 feet. We will also require temperature checks for anyone entering common areas such as assisting with sorting and packaging of gifts for the kids.

Make sure you are fit to volunteer:

- If you are feeling unwell, please refrain from volunteering and stay home until fully recovered.
- Have you recently returned from abroad? Follow instructions from public health as well as your local and provincial health authorities.
- Are you a senior citizen and/or suffer from underlying illnesses? Avoid volunteering that involves personal interaction.
- Join on-line volunteering programs from home if possible.

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In preparation for volunteering:

- Avoid traveling by public transportation to volunteering, if possible.
- Come equipped with a personal bottle of hand sanitizer, as well as a mask.
- Make sure you have fully completed any training for your current volunteer position required by the organization.

During volunteering:

- Use of a mask is mandatory for all our volunteers. Please wear a mask that is comfortable and does not need adjusting as its important to not touch your mask while wearing it. If it is a reusable mask, please make sure to wash it after each use.
- Use alcohol-based hand sanitizer if soap and water are not available.
- Be sure to keep a distance of at least 2 meters (6.6 feet) between yourself and others.
- CV Christmas for Kids requires that all volunteers work within their own personal bubble when volunteering.
- Try to avoid using public bathrooms during volunteering.
- If you come across a volunteer or someone in your bubble who is not feeling well, inform the volunteer manager immediately.
- If you have been in contact with someone who is unwell or have been potentially exposed to someone with COVID-19 please refrain from duties and inform organizers IMMEDIATELY.
- The organization may do some health screening when you arrive. Such as a checklist of questions and a temperature check.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom.

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- Cough or sneeze into a tissue or the bend of your arm, not your hand. Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid direct physical contact with others as much as possible. When it comes time to deliver packages, please leave them outside the door at the correct address.
- If at any point while volunteering, you feel uncomfortable, contact the program coordinator and make arrangements to leave.

After volunteering:

- Inform the volunteer coordinator when departing your volunteer session: let them know how everything went, and if anything worth noting transpired.
- If you feel distressed or need to talk, please contact your volunteer coordinator.
- Take care to rest and refresh. Take on only the tasks that you believe you can handle.
- If you are not feeling well after a few days of volunteering please follow your local public health protocols. Update the organization.
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If you are collecting donations of toys within your bubble, please have one designated person drop off at one of the locations listed on our website www.cvchristmasforkids.com

Protecting YOUR health protects EVERYONE'S health.

Following safe protocols is of utmost importance to the organizers of CV Christmas For kids. We would like to stress the importance of working within your bubble so that we can ensure to keep potential exposure to an absolute minimum.

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Information is changing rapidly as more data is gathered about COVID-19. To encourage accurate information sharing, please refer to trusted sources including the Public Health Agency of Canada.

By signing below you agree to follow and abide by all current COVID protocols and policies set out by both the organizers of CV Christmas for Kids as well as those set for by health authorities.

Once signed please return via email to islandheartsofhopevolunteers@gmail.com

NAME PLEASE PRINT

DATE

SIGNATURE