

Volunteer Policies for COVID-19

Entering Shelter

- Volunteers will be temperature checked and asked health questions upon arrival. Hands washed/sanitized upon arrival.
- Masks will be worn in the presence of families, volunteers, and other staff.
- Code of Conduct will be signed by each volunteer.
- Volunteer orientation will take place using plexiglass divider.

Meals

- Gloves will be worn during meal preparation, serving, and clean up.
- Serving will take place behind plexiglass.
- Staff and volunteers can eat at designated table, using plexiglass barrier between them.
- Staff and volunteers will not eat in the kitchen.

Bathrooms

- Staff and volunteers will have access to bathroom on lower and main level.
- Overnight volunteers have access to the locked accessibility bathroom.
- Staff and volunteer bathrooms will be cleaned daily by staff.

Cleaning

- Volunteers (dinner shift or daytime volunteers) will continue to wipe all stair railings, doorknobs, light switches, and gates with Clorox wipes.
 - If volunteers are not available, staff will do this daily.
 - West upper-level stairwell will not be used.
- Staff will use spray gun with cleaning solution in the following areas:
 - Dining areas
 - Kitchen
 - Entry area and stairway
 - Overnight volunteer room the following morning (if the same volunteers are not returning)
 - Staff office areas
 - Volunteer check-in area
 - Bathrooms

- Volunteers will do house chores daily. Staff and daytime volunteers will fill in as needed.
- Cleaning duties not completed by staff or volunteers will be done by overnight staff before that area is accessed the following morning.

Volunteers Dropping Off Meals or Donations

- Volunteers will call 651-789-3195 or ring the doorbell upon arrival.
- Volunteers will use the contactless drop-off system on the bench outside the front door.

Laundry Room

- Unlock for families on designated day at family's request if requested by staff.
- Lock up nightly by 7:30 pm if requested by staff.

Overnight Volunteers

- Volunteers will access their room and bathroom through a separate entrance.
- Volunteers have the option to leave by 7 am if they do not want to be responsible for breakfast and locking up house.
- Volunteers may volunteer more than one night in a row if they desire. Overnight room will be cleaned and sanitized before a new volunteer accesses that sleeping environment.
- Family members from the same household only may sleep in the overnight room. If two non-related volunteers are volunteering the same evening, there is an electronic blow-up mattress that can be used in a separate area.

New Notes for Volunteers

- Families will be temperature checked 2 times per day.
- Families have a family room in addition to their bedroom. Families are in their rooms with the exception of meals, snacks and doing laundry.
- Lower level family room is not open for recreation.
- Families may check out toys, books games, etc. (There is a list in their rooms.)
- Smoking area is a table by the parking lot.
- Back entrance is used by staff and volunteers only to take out garbage/recycling.
- Volunteers will use contactless drop-off system on the bench outside the front door.
- New Volunteer Roles:
 - Tuesday and Thursday morning to do house chores (about an hour) anytime between 10am-12 Noon.
 - Volunteer opportunities may exist to sit at front desk, answer doorbell, phone, etc. Contact HJH for more information.
- Family Notes:
 - Designated table to eat at with designated closed containers for dishes, cereal, condiments, etc.
 - Family refrigerators for lunches, juices, water, family medicine, etc.
 - Cleaning their tables and chairs, with staff/volunteer follow-up.
 - Bedroom, family room and bathroom which they will clean and review with staff 2 times per week.