

**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 volunteering:

Masks will be optional in all CSS spaces EXCEPT under the following conditions:

#### Public/Private Spaces:

- If you are in a space with one or more people and anyone in that space requests that people wear a mask, everyone must wear a mask.
- If you are convening a meeting, please ask all attendees if they want people to wear a mask. If anyone answers yes, everyone in attendance must wear a mask.

#### RAIS:

- In accordance with CDC recommendations for new refugee arrivals from overseas, all staff are required to wear masks while picking up clients from the airport, during transportation, and within the client's home for the first 10 days of arrival or until the clients are COVID tested on day 5 of arrival and receive a negative test result.

### 2. When you must stay home:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly.
- If you have a positive COVID-19 diagnosis, you must follow CDC recommendations for quarantine, and you may only return to volunteering after you've fully recovered.

### 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.
- If you find yourself coughing/sneezing on a regular basis, do not come to CSS.



## 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 \_\_\_\_\_