

## **Volunteer Procedures for Note In The Pocket Re-Opening**

Procedures will be based on a three phase approach and will follow guidelines sent out by NC Governor Cooper and his Covid19 Task Force

- I. Phase 1 - Starting May 8th
  - A. Staff will work a combination of work-from-home and at the Center as we prepare for Stage 2, staggered hours with five or less people at any given time.
  - B. Fulfillment and bookkeeping volunteers may work at the center during approved, staggered hours after signing volunteer addendum and reading reopening materials and social distancing video. This will continue through Phase 3.
  - C. Scheduled Pick Up Sorting will continue with current individuals
  
- II. Phase 2 - Starting May 26 Limited volunteers with socially distancing and PPE required
  - A. After safety and procedures confirmed and refined there will be initial space for 5 volunteers to be spaced safely in the Center (this does not include fulfillment)
    1. Procedures will need to be followed to ensure volunteers and staff safety.
      - a) Volunteers will enter in one location and leave in another
      - b) Volunteers must wear a mask to enter the building
      - c) Volunteers must use hand sanitizer once they enter the building
      - d) Volunteers will be assigned a work area and must stay in that area. Notify staff if movement around the Center is necessary
      - e) Masks must be worn at all times
      - f) Mask breaks are allowed outside the Center
    2. Volunteers must be trained on and willing to adhere to new safety procedures
      - a) Volunteers in Phase 2 will process from start to fold (this limits the number of exchanges of a garment)
    3. See above donation processing procedures for protective wear, etc., for volunteers
    4. Extended volunteer times will assist in maintaining processing, this includes afternoon hours. A staff member needs to be present when volunteers process in the Center to ensure the hygiene of the Center. Volunteers will wash their hands upon entering the Center and each hour. The volunteer leader will be tasked with sending volunteers to do this one at a time.
    5. All volunteers entering the Center must be tracked, to include date and duration (this should include volunteers that are dropping off pre-sorting from other locations, i.e. their home, etc.) in case someone who has been to Note has been identified as positive for Covid19. If that happens we will take the appropriate steps.

<https://ofm.wa.gov/sites/default/files/public/shr/COVID19/COVID-Positive-Test-Supervisor-Steps.pdf>