



# Greater Cleveland Food Bank

## Volunteer Safety Practices and Protocols

Prior to arriving, volunteers will be asked to view our new Virtual Volunteer Orientation, which will be shared in the email confirmation that volunteers will receive after signing up. Volunteers will receive a reminder email before their scheduled shift.

Volunteers should be aware of the following requirements and guidelines that will be in place.

- Volunteers will need to be 14 or older in order to participate.
- Volunteers displaying any signs of illness (including persistent cough, fever, or shortness of breath) are asked to refrain from volunteering until the symptoms have subsided.
- Upon arrival, volunteers will be asked if they are displaying any of the following symptoms: Sore throat, persistent cough, fever, shortness of breath. If they are, they will be notified that they are unfortunately unable to volunteer at this time but are welcome to return once they are feeling better.
- Volunteers are asked to enter the building no earlier than 15 minutes prior to the start time of their shifts.
- Volunteers that arrive later than 15 minutes after the scheduled shift start time will be unable to participate.
- Volunteers will be required to wear closed-toe/closed-heel footwear.
- Volunteers and visitors will be required to wear masks that cover their nose and mouth at all times, including as they enter the facility. You are encouraged to bring your own mask if you have one. Disposable masks will also be available for volunteers. Scarves and face shields will not be considered appropriate substitutes for masks.
- Volunteers are asked to leave all personal belongings behind. We will not have storage for items available inside the facility at this time.
- Volunteers are asked to not wear headphones or air pods during volunteer shift.
- Volunteers are encouraged to bring their own water bottles for the shift. We are unfortunately unable to provide drinking fountains.
- Volunteers will be required to have their temperature taken upon arrival (either via thermal camera or by a Food Bank staff member). Volunteers that register a temperature of 100.4 degrees or higher will be unable to participate that day. See photo below:



- After temperature taking, volunteers will be required to wash their hands with soap and water at designated wash stations.
- Following hand washing, volunteers will be directed to a designated area where they will wait until the start of their shift. Spaces will be marked where volunteers will stand six feet apart from others during the shift orientation.
- During project orientation, volunteers will need to pay strict attention to the specific instructions for the scheduled project in order to ensure that they are adhering to the social distancing and sanitation requirements that are in place. Volunteers will be reminded of these requirements regularly throughout each shift. Volunteers who fail to adhere to these guidelines will be asked to leave.
- Volunteers will be required to maintain six feet of distance between themselves and all other individuals at all times.
- Following the shift, volunteers will be directed to exit the facility.
- We ask all volunteers requiring hour verification, signatures, or service letters to please email their forms and requests to us if possible, either before or after their shift.
- When taking group photos during shifts, please be remember to continue to be mindful of social distancing.

