

## FloCrit COVID-19 In-Person Volunteer Procedures

Welcome back to the Florence Crittenton Services campus! We are thrilled to have volunteers back on campus to help us with some of our most necessary tasks, and look forward to catching up. Currently, our campus is operating on a limited basis, with restricted capacity. All of our spaces have been measured and capacity limits are based on room size and daily staff work flow. Thank you in advance for helping us all stay safe by complying with the following procedures.

All volunteers are required to wear masks while on campus, and will be asked to observe follow Florence Crittenton Services guidance and policies regarding social distancing, foot traffic, and office procedures. Volunteers are asked to provide their own masks. Masks will be provided to anyone who arrives without one. There will be additional health screenings upon arriving at campus, and are outlined below. Additional policies and procedures will shared with you upon arrival. For volunteer work that will be outside, FloCrit will set up a volunteer station outside and volunteers entering the building will be screened. For volunteer work in Baby Bucks, the windows and back door will be opened to increase circulation.

**Please note:** All communal water fountains are currently non-operational, so please bring your own water bottle and any snacks you anticipate needing. FCS is maintaining an enhanced and rigorous cleaning schedule thanks to our wonderful and hardworking facilities team. All occupied spaces will be thoroughly cleaned and disinfected every night.

**Based on the CDPHE and the CDC, we are asking you the following questions.**

1. Have you been **exposed to someone who has been diagnosed** with COVID-19? [See the CDC's risk assessment guidance.](#)
2. Do you **have symptoms consistent with COVID-19**? Symptoms can include a fever, cough, shortness of breath, severe difficulty breathing, and loss of taste or smell. [See the CDC's symptom guide.](#)

**If you answered "yes" to any of those questions, we ask you not to register.** We are doing all we can to align with best practices and keep our community healthy. If you have questions, please contact us.

**If you are healthy, please sign-up** by choosing your preferred shift in [VolunteerHub](#).

**We would prefer you be overly cautious.** If you suspect you may be ill or display symptoms, or are part of an at-risk population, please stay home. Symptoms can include but are not limited to a fever, cough, or shortness of breath. See the above symptom guide for more information.

**What to expect when you arrive at FloCrit:**

### Entrance and Screening

- All Volunteers must enter through the Admin entrance and will park in the main parking lot.
- Upon arrival, all employees and guests will receive a mandatory temperature check and screen. This will include:
  - Taking and recording of your temperature with a contactless thermometer. If your temperature is 99.6° or higher, your temperature will be taken twice a day for the next seven calendar days. If your temperature is 100.4° or higher you will be sent home immediately and not allowed to return to work until you are fever-free for 72 hours and

you are showing no other COVID-19 symptoms. The person administering your screen will read your temperature to you and you will be asked to repeat it back.

- Asking and recording if you have experienced cough, shortness of breath, severe difficulty breathing, and loss of taste or smell. The working definitions of each of these symptoms are available. Please be aware and report the following additional symptoms sometimes associated with COVID-19: severe chest pain, feeling confused, losing consciousness, chills, difficulty swallowing, hoarse voice, congested nose, headache, nausea, vomiting, diarrhea, stomach pain, and fatigue.
- All health screen information will be documented and kept on file only accessible to those administering screens and HR.
- The Administrative Assistant will administer most screenings. They and anyone else who administers a screening will wear gloves and a mask during the screen, and will disinfect any surfaces and equipment used. Anyone administering screenings will have signed a confidentiality waiver and all health information will be kept confidential.
- The Administrative Assistant will check volunteers into the recording system and have clean badges for volunteers to wear. At the end of the shift, volunteers will deposit their badges into a marked basket for used badges.
- Upon completion of a successful screen, please await further instruction from Volunteer Team.

#### **Mask Use**

- All employees and guests are required to wear a mask when entering, moving around, and in common spaces at FCS.
- Employees and guests are asked to bring their own mask. Masks will be available for employees and guests who don't have a mask upon arrival.

#### **Bathroom Use**

- Volunteers working in either the Board Room or Baby Bucks will be asked to use the bathrooms in those spaces. Outside volunteers will use the bathroom in the Admin area.
- Bathroom doors will be propped open when not in use to circulate air. You may close the door when you enter to use the restroom.
- When you exit the bathroom, use the provided disinfectant wipes to clean any surfaces you have touched including the bathroom door handles, stall door handles, flush handles on the toilet, and any other surfaces you touched.

#### **Other Practices**

- Do not linger or loiter in common areas.
- Use a disinfectant wipe to clean any common surfaces you touch.
- Avoid sharing supplies and equipment including writing utensils, desk supplies, and computers with others.
- Observe a 6-foot distance from others.
- Observe all posted signs, social-distancing floor decals, and updated room occupancy signs posted outside of each room.
- FCS will provide hand sanitizer, hand soap, disinfectant wipes, and upon request, gloves and masks, for the purposes of all FCS operations.