



## COVID-19 Protocols and Safety Policy for Volunteers

**POLICY:** This COVID-19 Protocols and Safety Policy for Volunteers (the “Policy”) has been created in an effort to provide a safe environment for team members, clients, shoppers, donors, and volunteers during the ongoing pandemic and is part of The Open Door’s continuing efforts to ensure our programs and services stay in place to serve our community and mission. The Policy is designed to be temporary and to remain in place as circumstances warrant during the pandemic. The Open Door’s management will review the Policy approximately every thirty (30) days but may review the Policy more frequently in the event that new information, mandates, or changes in federal, state, or local requirements or conditions occur.

### COVID Symptoms or Infection:

- If you have symptoms of COVID, or cold or flu; OR you test positive for COVID: **do not report to your shift.** Please contact the Engagement Coordinator.
  - Please arrange for a rapid antigen test.
  - You can return to volunteering after 10 days have passed AND you have had no symptoms for 24 hours AND with a negative rapid antigen test.
  - Please check with Engagement Coordinator to confirm your eligible return date.

### COVID Exposure:

- If you are exposed, please maintain active monitoring of temperature and other symptoms through Day 14. **Do not report to your shift if you experience any symptoms.** Please contact the Engagement Coordinator.
- If you live with a positive household member, **do not report to your shift.** Please contact the Engagement Coordinator.
  - You can return to volunteering after 10 days have passed AND with a negative rapid antigen test.
  - Please check with Engagement Coordinator to confirm your eligible return date.

### Vaccination Status:

- **All active volunteers must be vaccinated and boosted** when they become eligible, absent, a valid medical or religious exemption approved by the Director of Business and Finance (HR).
- All active volunteers will be asked to show proof of vaccination and/or boosters (*i.e.* a vaccination card) to the Engagement Coordinator. The Open Door will not collect or store any vaccination cards. It is the responsibility of the volunteer to update The Open Door with any relevant information regarding their vaccination status.
- Until further notice, absent a valid medical or religious exemption approved by the Director of Business and Finance, **no volunteers will be placed unless they have been vaccinated and boosted.**



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### Safety Protocols:

- **Masks:** To reduce the risk of exposure and ensure that our programs stay open, volunteers must wear a mask upon entering the building and at all times while in the building **when the 14-day Gloucester positivity rate is equal to or greater than 5%**. ([MA COVID Response Dashboard](#))
- When masks are required, acceptable masks include:
  - N95, KN95 or equivalent; or N94 or KN94 or equivalent; or
  - Two triple-ply masks layered over one another (e.g., two surgical masks); or,
  - One double-ply and one triple-ply mask layered over one another (e.g. a 2-ply cloth plus a 3-ply surgical)
- **Hand sanitizer:** All volunteers must sanitize hands upon entering the building. Once in the building, it is recommended that volunteers frequently use hand washing stations and/or hand sanitizer stations throughout the day.
- **Temperature:** All volunteers to The Open Door must self-check their temperature upon entering the building. If a temperature of 100 is indicated, please do not enter the building. Report the temperature to the Engagement Coordinator and **do not report to your shift**. Please follow instructions in the section “COVID Symptoms or Infection”

### Travel:

- Domestic travel: If you travel to a county with a positivity rate over 5%, *and Gloucester/Essex County is under 5%*, please get a rapid test the day before you return to volunteering, or immediately before your first shift.
- International travel: All volunteers must get a rapid antigen or PCR test before their first shift following international travel.

### Risk Check:

Equal Employment Opportunity Employment Commission (EEOC), symptom and travel checks are allowed and encouraged at work sites during the Coronavirus pandemic.

- Do you have a fever?
- Are you experiencing any COVID-19 symptoms?
- If yes, to either question, please follow instructions in the section “COVID Symptoms or Infection”

**NOTE: As this pandemic continues to evolve, this and other Covid-19 related policies are subject to change as local, state and national public health officials offer revised guidance. The Open Door indexes to the Mass Department of Public Health and the CDC.**