



## 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.

### **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, as long as symptoms have improved and you have been fever-free for 24 hours without the use of fever-reducing medication.

*You must check-in with Engagement Coordinator prior to returning to volunteer service.*

### **COVID Exposure:**

- If you are exposed, mask during your shift and maintain active monitoring of temperature and other symptoms through Day 10.

### **Vaccination Status:**

- All volunteers must be vaccinated and boosted, and show proof of vaccination (*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 new volunteers will be placed unless they have been vaccinated and boosted.

### **Safety Protocol:**

- **Masks:** All volunteers must wear a mask when the CDC Community Level for Essex County is Orange. Acceptable masks include a surgical mask, N95, KN95 or equivalent; or N94 or KN94 or equivalent.
- **Hand Washing/Sanitizing:** It is recommended that staff and volunteers frequently use hand washing stations and/or hand sanitizer stations throughout the day.
- **Temperature:** Self-administered temperature checks are encouraged but not required at all TOD locations. If a temperature of  $\geq 100.4$  is indicated, staff and volunteers should request a rapid test from the Engagement Coordinator or Director of Business and Finance (HR).

### **Travel:**

- **International travel:** All volunteers must get a rapid antigen test before their first shift following international travel.

**NOTE: As this pandemic continues to evolve, this and other COVID-19 related policies are subject to change every 30 days as local, state and national public health officials offer revised guidance.**