

VOLUNTEER SAFETY GUIDE

Jackson County

Volunteering During a Disaster

- <https://www.youtube.com/watch?v=U1MspTkNNdI>

Volunteer Duties

- There will be no in-person contact between volunteers, volunteers and community members, or other people involved in this work.
- When beginning volunteer duties the Volunteer is to answer three Pre-screening questions in a short questionnaire and sign/date the form.
- Volunteer coordinator may collaborate with law enforcement on cases where it may be required to ensure safety and well-being.
- Volunteers will not enter homes at any time.

Scheduling Volunteer Delivery – First Screening Questions

When scheduling a delivery with a community member, the Volunteer is to answer the following screening questions for themselves:

In the past 24 hours, have you experienced:

Subjective fever (felt feverish):	Yes	No
New or worsening cough:	Yes	No
Shortness of breath:	Yes	No
Sore throat:	Yes	No
Diarrhea:	Yes	No
Loss of taste/smell:	Yes	No

If volunteer answers **“yes”** to any of the symptoms listed above, or temperature is **100.4°F or higher**, they should self-isolate at home and contact primary care physician’s office for direction.

- Isolate at home for a minimum of 7 days since symptoms first appear.
- Must also have 3 days without fevers and improvement in respiratory symptoms.

Scheduling Volunteer Delivery – Second Screening Questions

When scheduling a delivery with a community member, the Volunteer is to answer the following screening questions for themselves:

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	Yes	No
Traveled via airplane internationally or domestically?	Yes	No

If volunteer answers “**yes**” to either of these questions, please ask them to self-quarantine at home for 14 days.

For questions, visit <http://www.mijackson.org/hd> or contact the Jackson County Health Department at (517) 788-4420 ext 9.

“No” responses to all pre-screening questions

- If no risk is evident, Volunteers may continue with the assigned activities.
 - ✓ Volunteers must use 6-foot social distancing as prescribed by the CDC.
 - ✓ Surgical masks or gloves are not required but may be used as desired and obtained by Volunteer.
- ***If during the activity any risks are identified, the Volunteer should immediately terminate their activity and make contact with their United Way liaison to discuss alternate measures.***

Covid-19 Tutorials

- <https://www.youtube.com/watch?v=-kU8Xv2CYJM>

Five Steps to Wash Your Hands

- Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.
- Follow these five steps every time.
 1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 4. Rinse your hands well under clean, running water.
 5. Dry your hands using a clean towel or air dry them.

Hand Washing Video

- <https://www.youtube.com/watch?v=QubFsuXOIUU>

Use Hand Sanitizer When You Can't Use Soap and Water

- Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.
- How to use hand sanitizer
 1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
 2. Rub your hands together.
 3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

USE OF ALCOHOL BASE HAND SANITIZER

Volunteer must review below video related to use of Alcohol base hand sanitizer:

<https://youtu.be/ZnSjFr6JgHI>

VIDEO HOW TO WEAR AND REMOVE MASK

Volunteers may utilize the following face masks as followed if they own them:

- N95 Mask: These are not needed for the type of contact Volunteers will be having which follows the social distancing guidelines set by the CDC.
- Surgical mask/Homemade mask: All other interactions when the staff person feels it's necessary such as shopping for needed items

Volunteer must review below video related to putting on and removing face Mask:

https://www.youtube.com/watch?v=zoxpvDVo_NI&list=PLwKZdOHmwfHECgoOTpQoO6btu4Uc5hzos

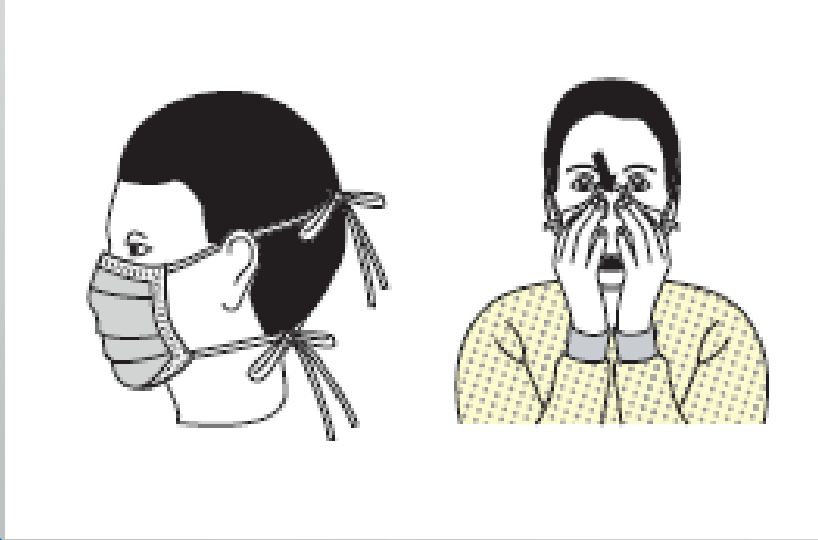
Putting on Surgical Mask:

<https://www.youtube.com/watch?v=jWnTCZWYOBw&feature=youtu.be>.

MASK REMINDERS

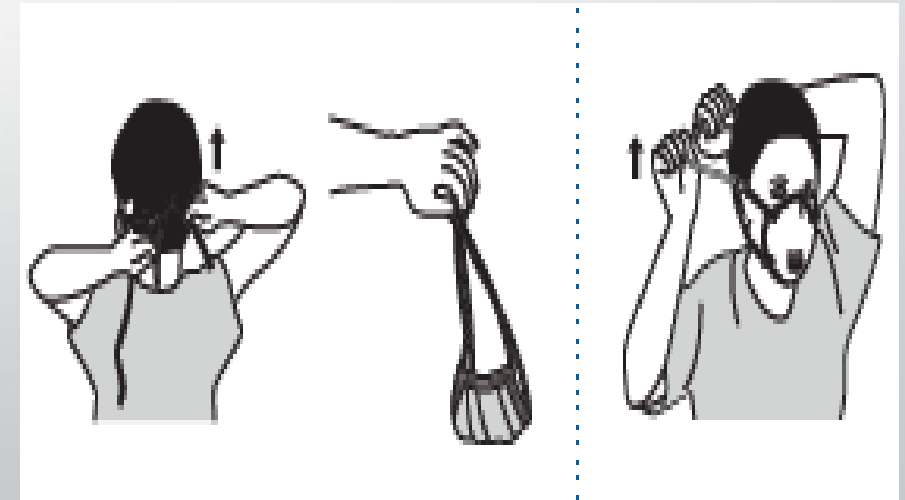
PUTTING ON MASK

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator.



REMOVING MASK

- Front of mask/respirator is contaminated – Do NOT touch
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Mask can be stored in a brown paper bag to be used again by the SAME Volunteer as long as it is not wet or soiled.



Cloth or Homemade Face Masks

- In settings where surgical face masks are not available, the Volunteer can use homemade masks (e.g., bandana, scarf).
- Volunteer must ensure the cloth/homemade mask covers the entire front (that extends to the chin or below) and sides of the face.
- When you reuse a mask please remember you are presuming everything facing outward is potentially contaminated so use gloves when removing and storing the mask.
- For cloth mask or scarf re-use, you must fold it together for storage so that everything that was facing out is folded together and not contaminating the brown paper bag being used for storage.

Storage and Reuse of Face Masks

Face masks can be reused by the same person but must be kept in a breathable bag (such as a brown paper bag) in between use. If a face mask becomes wet or soiled, it should not be reused and must be discarded.

The following should be followed when reusing a face mask:

- When you reuse a mask please remember you are presuming everything facing outward is potentially contaminated so use gloves when removing and storing the mask.
- Store face mask in a brown paper bag with the person using the face mask clearly identified. Storage containers should be disposed of or cleaned regularly.
- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting face masks, which should only be done if necessary for comfort or to maintain fit.
- Avoid touching the inside of the face mask. If inadvertent contact is made with the inside of the respirator, perform hand hygiene as described in this power point.
- Use a pair of clean (non-sterile) gloves when donning a used face mask. Discard gloves after the face mask is donned and any adjustments are made to ensure the mask is sitting comfortably on your face with a good seal.

Video How To Wear AND Remove Gloves

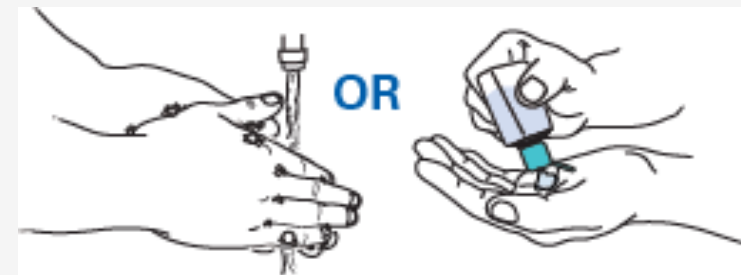
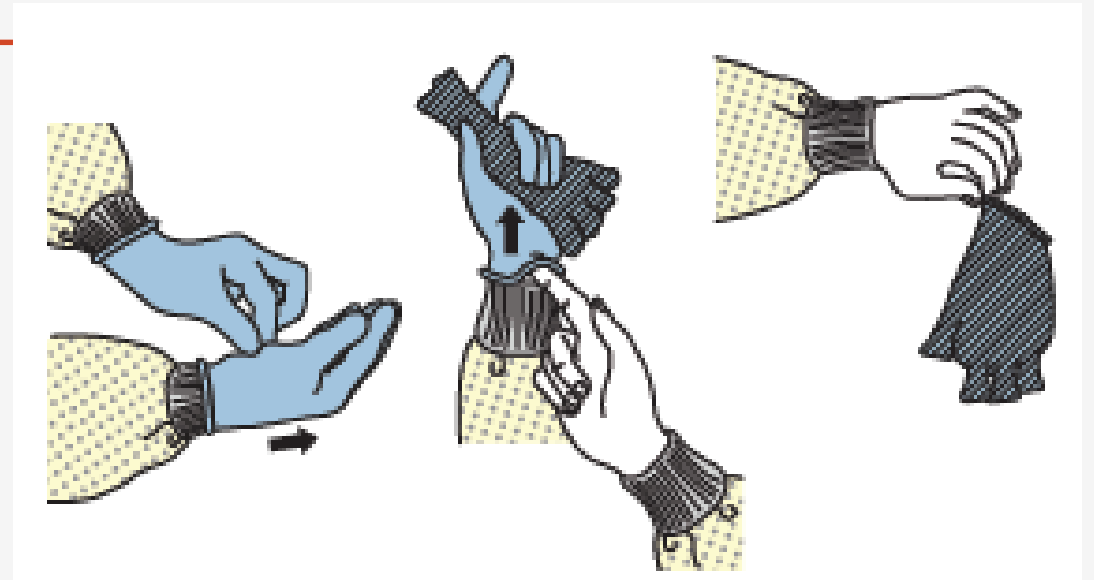
Volunteer must review below video related to putting on and removing gloves:

https://www.youtube.com/watch?v=xTYioOo__6U

GLOVE USAGE REMINDERS

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container

Wash hands or use an alcohol-based hand sanitizer immediately after removing all PPE.



CDC GUIDELINES

CDC's guidelines for infection control basics including hand hygiene:

- [Infection Control Basics](#)
- [Hand Hygiene in Health Care Settings](#)
- [Handwashing: Clean Hands Save Lives](#)

DELIVERING ITEMS

- Sanitize hands before picking up bags
- Don't knock on the door or ring the door bell
- Place items at the door and leave
- Do not have any person to person contact
- Text individual that groceries have been delivered

RESOURCES

- Volunteers should regularly check: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for updated information from Centers for Disease Control and Prevention (CDC)
- Federal Resources: www.cdc.gov
- State Resources: <https://www.michigan.gov/Coronavirus>
- Local Resources: <https://www.co.jackson.mi.us/276/Health-Department>