

# Safety Guidelines for WTAP Volunteers/Staff

**The safety of our staff, volunteers and refugees is our first priority. We understand this is a constantly changing situation that we are closely monitoring while staying up-to-date on all government recommendations and requirements.**

**If any of the below applies to you, please DO NOT SIGN UP to volunteer/work at this time:**

- You are sick, have a fever or display symptoms of COVID-19.
- You are under the age of 15. Minors ages 15 to 17 must be accompanied by their parent or guardian.
- You have traveled to a highly-impacted area within the past 14 days or come in contact with someone who has tested positive or is showing symptoms.

**If any of the below applies to you, only volunteer/work if you feel comfortable to do so at our warehouse:**

- You have pre-existing conditions such as chronic lung disease, heart disease, diabetes, cancer or a weakened immune system.
- You are over the age of 65.

***As a volunteer/employee at The Welcome to America Project (WTAP), I attest to the following:***

- I am not experiencing any symptoms of illness such as a fever, cough, or shortness of breath. If I develop these symptoms, I agree that I will cancel my shift before arriving at the warehouse, as far in advance as possible.
- I am aware that I must follow the safety and hygiene protocols that have been implemented by WTAP and have received the document "Safety Guidelines for WTAP Volunteers/Staff".
- I have not traveled internationally in the past 14 days.
- I have not traveled to a highly-impacted area within the United States in the past 14 days.
- I do not believe that I have been exposed to a person with a confirmed or suspected case of COVID-19.
- I have not been diagnosed with COVID-19 and not yet cleared as non-contagious by state or local public health authorities.
- I am following recommended guidelines as much as possible - practicing social distancing by participating in group activities of fewer than 10, trying to maintain separation of six feet from others, and otherwise limiting my exposure to the coronavirus.
- I understand that my temperature will be taken upon arrival to the WTAP warehouse by either the Agency Director or the Warehouse & Volunteer Manager. I must not have any type of temperature to continue with my shift for the day.

***All volunteers/employees must adhere to the below requirements. For volunteers, our staff will provide a safety orientation at the beginning of each shift.***

- Wear a face covering. People who do not show symptoms may still be able to spread COVID-19. Face coverings include anything that covers your nose and mouth, including dust masks, scarves and bandanas. **Please provide your own face covering. These must be worn at all times while inside the WTAP warehouse and offices.**
- Wash your hands often, including at the start/end of your shift. Use soap and water, scrub for at least 20 seconds.
- Disposable gloves will be provided for your use while at WTAP.
- Cover your mouth/nose with a tissue or your sleeve when sneezing/coughing, and leave immediate area if around other people.
- Don't touch your eyes, nose or mouth with unwashed hands. Do not shake hands.
- When possible, maintain at least a six-foot distance between you and others.
- Do not bring food to eat at the warehouse. Please bring your own water bottle if possible. Refillable bottles will not be allowed to be refilled at the warehouse, however disposable cups for water will be available.
- Please do not bring children under age 15 to volunteer at this time.