



Broomfield FISH COVID Guidelines

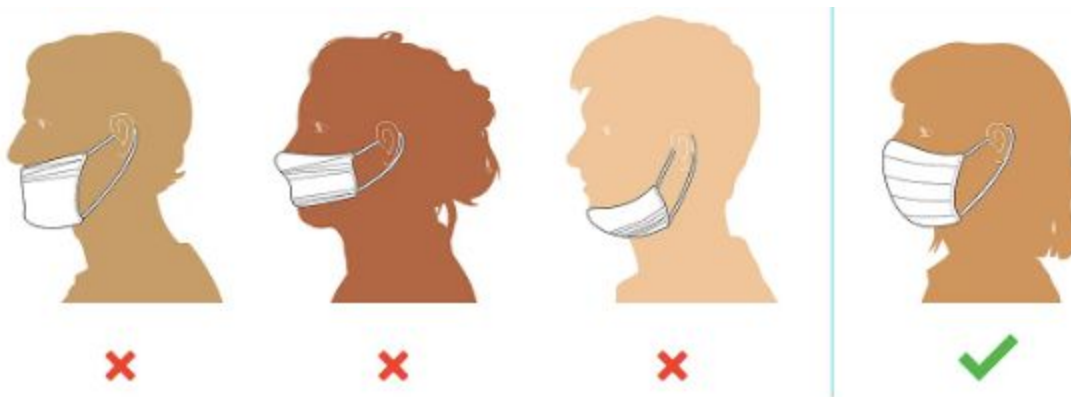
Welcome and thank you for volunteering at Broomfield FISH. Volunteers are the heart and soul of our organization and we could not fulfill our mission without this vital support! Our top priority is to help ALL Broomfield residents who are struggling now with emergency food and financial assistance, while at the same time keeping volunteers, participants, and staff as safe as possible.

General Safety Guidelines

Broomfield FISH strives to keep a clean, hazard-free, healthy, safe environment. As a volunteer you should observe all posted safety rules, adhere to all safety instructions provided by staff, and use safety equipment where required. First Aid Kits are located in the food pantry and in the administrative offices. In the event someone is in need of first aid, please direct them to one of the first aid stations. In the event of an accident or injury, please notify a staff person immediately and/or call 911 for an emergency. If you are injured, report your injury to your supervisor. You may be asked to fill out an accident report. If an accident occurs, please immediately report the accident to your immediate supervisor or the Executive Director.

COVID Safety Guidelines

- Wash hands upon arrival at FISH and wear gloves when handling food or doing check in.
- Wear a face mask that covers your nose and mouth **at all times**. If you do not have a face mask, we can provide one



- Maintain social distancing (6 feet of distance) with other volunteers, staff, and participants **at all times**. Sadly, this means no hugs or high fives!
- Please cancel your shift if you or anyone in your household are experiencing any symptoms of illness and notify a FISH staff member. These may include fever, coughing, shortness of breath, severe fatigue and headaches. We will do a wellness check at the beginning of each shift.

Outside Food Distribution and Client Check In Guidelines

Respecting the privacy of our clients, donors, members, staff, and volunteers is a basic value of FISH. While volunteering you may obtain personal, private, and sensitive information regarding participants, employees, or volunteers. This information is considered confidential and should not be disclosed or discussed with anyone without direct permission or authorization from the Executive Director or his/her designee. We ask that volunteers:

- Wear your mask **at all times** when checking in and speaking to participants
- Wear gloves **at all times** when checking in all participants
- Stand six feet away from the vehicle at all times during the intake process
- Do not demonstrate recognition of a participant unless the participant initiates contact.
- Do not discuss client situations at any time, including with relatives or friends.
- Do not share personal contact information with participants at any time.
- Do not give or purchase specialized goods for participants.
- Do not take photos of participants, participant data, or vehicles.
- Do not go “Live” on social media unless it has been approved in advance by the Executive Director.
- Avoid taking items from participants directly. (ex: gifts, presents etc.) We are to avoid hand to hand contact **at all times**.
- No leaning in, or getting into cars **at any time unless of a medical emergency**.
- When distributing/loading food, load directly into car trunks and empty back seat areas first. Avoid passing items through hand to hand contact with participants. (Please note: passing items directly to participants will only be accommodated if the vehicle is full or other vehicle conditions are unfit for loading).