

# ORGANIZATIONS HOSTING VOLUNTEERS

Safety is our top priority during the COVID-19 community response. We are monitoring [CDC](#), [Florida Health](#) and local guidelines. Please visit their sites for the most up-to-date information.

Use precaution when organizing in-person volunteer support for COVID-19 response. Here are suggestions for items to have on hand or for procedures to utilize.

- Have hand sanitizer easily available and accessible handwashing stations.
  - Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues, Clorox wipes and receptacles for their disposal) in all locations.
  - Instruct volunteers to wash their hands upon entering your building.
- Post [visible displays](#) of preventive measures (e.g. flyers, signage).

- Consider asking volunteers simple screening questions at the beginning of their shift.
- Ensure that bathrooms and shared spaces are deep-cleaned and disinfected per [CDC guidance](#).

- Limit convening in populated areas, such as waiting rooms, lobbies, etc.
- Make sure you have the proper [Personal Protective Equipment \(PPE\)](#) available and make sure you train volunteers on its proper use before allowing them to do any tasks that require PPE.

- Make sure all volunteers understand any risks associated with the task you would like them to do and understand if they are not comfortable with that level of risk.
- Space volunteers/staff at least 6 feet apart

## Other Best Practices for Managing Volunteers:

- Have a sign-in sheet with basic information such as:
  - First and Last Name
  - Phone Number
  - Emergency contact information in the event of an onsite emergency
- Have volunteers sign a waiver if you have one.
- Make sure all instructions are clear and that everyone has a task- your job is to manage the workload and people, not completing the task at hand unless you're working with a small group (something we strongly encourage during this time).
- Check-in with volunteers periodically to ensure they are feeling well, are following safety guidelines and have the tools and guidance they need.

**Want to List an Opportunity with Us?** Contact: [Kim@UnitedWayLee.org](mailto:Kim@UnitedWayLee.org)