



Renfrew County and District Health Unit

COVID-19 Fact Sheet: Safe Operating Requirements for Volunteers & Volunteer Coordinators

This guidance document provides volunteers and volunteer coordinators with the operating requirements and appropriate public health measures to create safe spaces.

1) Directives for Volunteers

All volunteers should read and agree to follow these practices prior to volunteering. Please confirm your current contact information with your volunteer coordinator, and your agreement to follow the requirements.

Entrance Restrictions

Each volunteer must self-screen prior to entering the facility and/or volunteer site. Review the [COVID-19 Screening Poster](#) displayed at the entrance for signs and symptoms of COVID-19. Complete the COVID-19 [self-assessment](#) tool daily. DO NOT volunteer if you:

- Have a fever, new or worsening cough, difficulty breathing or other symptoms of illness;
- Have had close contact with a confirmed case of COVID-19;
- Have been asked to self-isolate due to travel or close contact with someone who is ill with respiratory symptoms.

Physical Distancing

A maximum of 50 people are allowed indoors, and a maximum of 100 people outdoors at any given time. Note: This may change with the [Ontario Government's Framework for Reopening our Province](#).

- Everyone must always **stay 2 metres or 6 feet apart** (unless volunteering with members of the same household).
- Avoid gathering where physical distance cannot be maintained.
- If physical distancing cannot be maintained, volunteers and coordinators must wear a mask/face covering.
- Sign-in before and sign-out after volunteering to help public health contact volunteers in case another volunteer becomes ill.



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Cleaning and Disinfection

Hand hygiene is key to preventing the spread of COVID-19.

- Wash hands with soap and water before and after handling common equipment, before and after volunteering, and when entering or leaving the volunteer site. For more information: [COVID-19 How to Wash Your Hands](#).
 - If a sink is not available, use alcohol-based hand sanitizer (containing at least 70% alcohol). Do this often.
 - Gloves **are not** a substitute for washing hands ([Proper Use of Disposable Gloves](#)).
 - Avoid touching your nose, mouth, eyes and face.
- Wearing a personal mask/face covering when physical distancing cannot be maintained such as in enclosed public spaces, is **mandatory** to protect others from the spread of droplets from breathing, talking, coughing, sneezing, etc.
 - Wash hands before putting the mask/face covering on.
 - Don't share personal masks/face coverings with others. Wash reusable masks/face coverings in hot soapy water after each use.
 - Dispose of single-use masks/face coverings and gloves in a lined (garbage bag) trash bin only.

More Information on Masks/Face Coverings

The use of masks can help control the spread of COVID-19. For full details regarding mask use in Ontario, visit the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 – Ontario Regulation 364/20: Rules for Areas in Stage 3](#), Schedule 1, Section 2, subsection (4): <https://www.ontario.ca/laws/regulation/200364>.

[RCDHU Poster – Do's and Don'ts of Using Non-Medical Masks](#)

- Cover your cough or sneeze with your sleeve or a tissue, then immediately throw the tissue in the garbage and wash your hands.
- Bring your own tools, equipment, gloves, and disinfecting products as often as possible and take these items with you when you leave.
 - [Clean and sanitize](#) tools after use, following the manufacturer's instructions.
 - If gloves are required, each volunteer must wear their own pair of gloves, and launder or dispose of after use.
 - Speak with the volunteer coordinator to find out if bringing your own tools is an option.
 - Place all trash in a lined trash bin.



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2) Directives for Volunteer Coordinators

Before opening, volunteer coordinators must ensure public health measures are in place to protect volunteers and reduce the spread of COVID-19. Coordinators must supervise volunteers and provide education where safety measures are not being followed.

Physical Distancing

- Post signage where applicable. Monitor distancing and provide reminders when needed.

Sample Signage

[Physical Distancing Poster – without tips](#)

[Physical Distancing w Tips](#)



- Each person must always maintain a distance of 2 metres (6 feet), unless from the same household. **A maximum of 50 people are allowed indoors, and a maximum of 100 people outdoors at any given time.** Note: This may change with the Ontario Government's Framework for Reopening our Province.
- When scheduling volunteers, consider the space between work locations/stations and stagger times to maximize the space between volunteers at the time of use and ensure that the 2 metres (6 feet) distances can be maintained.

Infection Control: Cleaning and Disinfection

- Provide a hand washing station and/or alcohol-based hand sanitizer, with signage on how to wash hands properly, or how to use alcohol-based hand sanitizer correctly.
 - Sanitizer should be at least 70% alcohol.
 - Ask volunteers to bring hand wipes and hand sanitizer with them when possible.
 - If hands are visibly soiled, handwashing with soap and water is required, but hand sanitizer can be effective provided grime and dirt is removed from hands first.
- Instruct volunteers to wash their hands or use alcohol-based hand sanitizer before entering and after leaving the volunteer site, as well as before and after using shared equipment.



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- Post signage at the facility and/or volunteer entrance(s) and spaces where shared equipment is held.

Sample Signage

[COVID-19 Screening Poster](#)

[ATTENTION – Please wear a mask/face covering while in this facility](#)

[How to Wash Your Hands](#)

[How to Use Hand Sanitizer](#)

[Cleaning and Disinfection for Public Settings](#)



Tools, Equipment and Other Frequently Used Objects

- Remove shared tools, equipment, or other commonly shared objects and encourage volunteers to bring their own.
 - If removing shared tools is not possible, volunteers are to wear their own gloves when using shared tools or wash/sanitize their hands after using shared tools.
 - When cleaning tools, be sure to follow the manufacturer's instructions.
- Set up a sanitizing schedule for equipment and tools using approved disinfectants and cleaners that are effective for COVID-19:
 - Clean equipment and high-touch surfaces such as door handles, water taps, locks, tables, chairs, light switches, phones, computers, remote controls, and equipment used for physical activity (e.g., exercise balls, weights) and gates at opening and closing.
 - Post signage instructing individuals to wash hands before and after handling common items.
 - If needed, have a system where used dirty tools are dropped off in one area for cleaning, and clean disinfected tools picked up in another. It may be effective to have one or a limited number of people designated to clean and disinfect tools.
- Make up a system to minimize touching of shared surfaces such as doors and handles. This may mean assigning one person to open at the start of the day, and another to lock up.



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- Post signage and provide resources to volunteers so they know the steps they must take to safely use tools, how to clean and disinfect frequently touched surfaces, hand hygiene, and other requirements.
- Volunteer coordinators may wish to have a scheduled rotation of members to perform site maintenance duties.

Signage and Communication

- Inform all volunteers of the requirements prior to allowing access to the volunteer site. Use a tracking sheet to **update contact information prior to opening**.
- Have a **sign-in/sign-out sheet to track who volunteers**. Include name, date, time in and time out to help public health with communication and contact tracing, if needed.
- Post clear, visible signage throughout the volunteer site reminding volunteers of the requirements that must be followed, the number of persons allowed in the volunteer site at a time, no sharing of food or personal items, physical distancing, how to safely share tools, how to clean and disinfect frequently touched surfaces. Provide ongoing supervision and education to ensure requirements are met.
- Post the [COVID-19 Screening Poster](#) signage instructing those with symptoms or who have had contact with a confirmed case of COVID-19 not to enter the volunteer site. Advise volunteers to monitor their health and do the [self-assessment](#) each day. Direct members to stay home if they are sick and contact Renfrew County and District Health Unit at 613-732-3629 for a COVID-19 risk assessment.

Contact Information

If you have any questions, please feel free to contact the Renfrew County and District Health Unit at 613-732-3629 or visit RCDHU's website: <https://www.rcdhu.com/novel-coronavirus-covid-19-2/>.