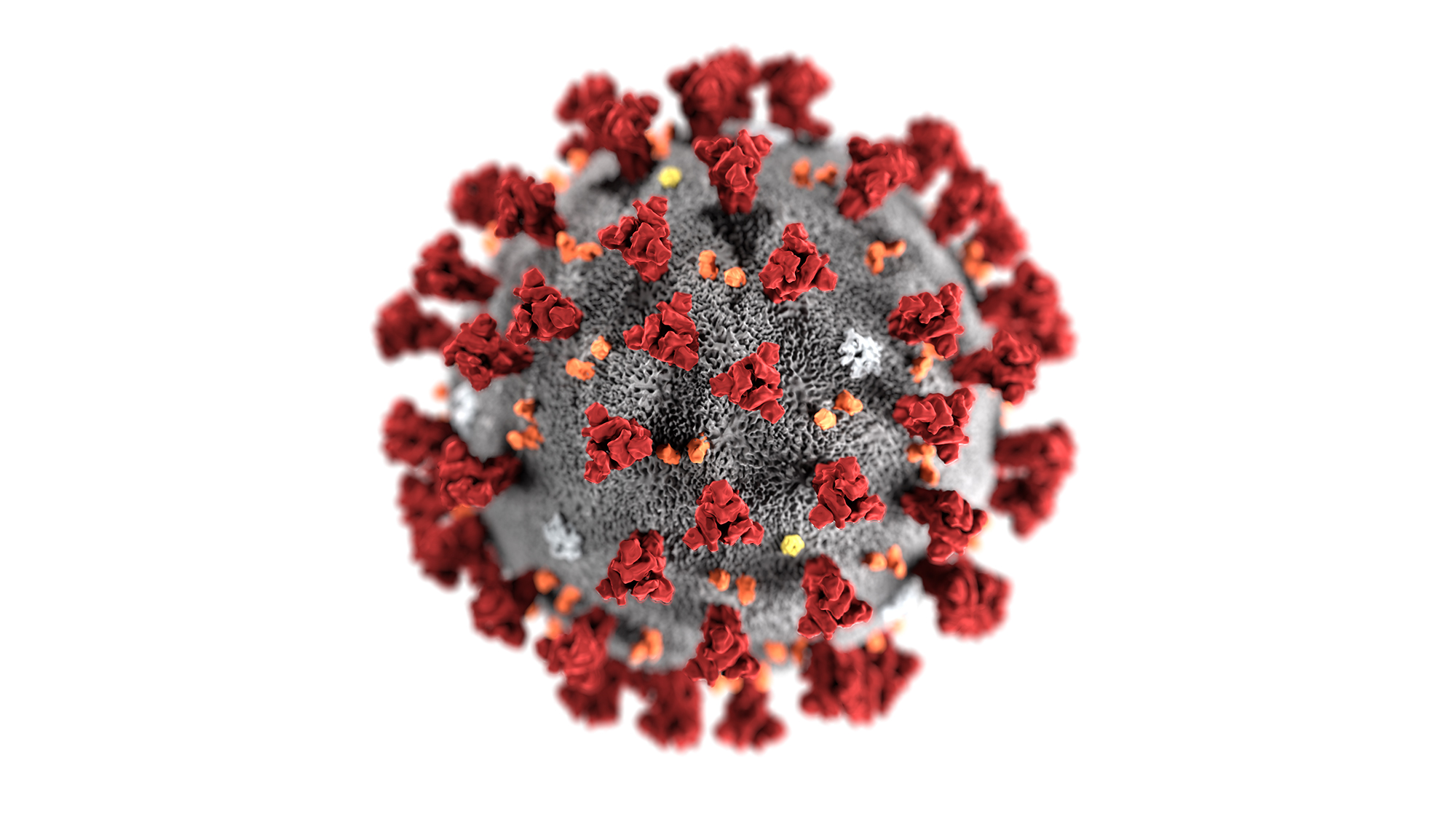
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Description automatically generatedYOURGROUPNAME**

**COMMUNITY SUPPORT GROUP**

**VOLUNTEER ONBOARDING**

**OUR PURPOSE**

The purpose of our volunteer work is to protect and preserve the precious lives of all members of our community. This is especially for the elderly, those with pre-existing medical conditions, pregnant women and immunocompromised individuals who are at high risk of dying if they are infected with the SARS COV-2 virus.

For these high-risk individuals, infection can lead to rapid death due to viral pneumonia. Currently there is no vaccine and no proven treatment. *Protecting our neighbors who are at high risk from infection is imperative.*

**OUR TEAM**

NAME1 and NAME2 are supervising the volunteers, to include training and managing schedules if volunteers become ill. NAME3 and NAME4 are coordinating requests from residents, they will be the ones contacting you for assignments. (NAME2 is an experienced public health specialist and epidemiologist and has worked in emergencies like this before).

**YOUR ROLE AND RESPONSIBILITIES**

Your role is to assist members of our community who are at risk to stay safely at home and avoid infection. You will do this by running errands on their behalf such as grocery shopping and collecting mail and parcels from the reception and delivering them to their units.

As a volunteer, we want you to be safe in running these errands, and we want to be sure you fully understand the infection prevention and social distancing measures you must use to protect yourself from infection, and in doing so protect our neighbors.

**INFECTION PREVENTION**

If you have any symptoms of a respiratory infection such as sore throat, cough, fever, shortness of breath, or runny nose you **must NOT** make yourself available for an assignment and **report this immediately** to NAME1 or NAME2.

***You must wash your hands rigorously with soap and water prior to and after any volunteer assignment following CDC guidance.***

The SARS-COV-2 virus that caused Covid-19 disease can survive up to 24 hours on cardboard and 72 hours on steel and plastic. Therefore, **you must avoid touching door handles, light switches, elevator buttons (*for example use your key fob instead*), grocery shopping carts, baskets, work surfaces, and all objects that could be contaminated by the virus.**

*This is not always going to be possible in a grocery store so please take your hand sanitizer with you and use it frequently.*

**SOCIAL DISTANCING**

You must agree to remain **A MINIMUM OF SIX FEET** (and preferably further) from ALL other people - without exception - while on a volunteer assignment, and preferably at all times, until further notice from the **YOUR LOCAL County** Health Department. This includes the neighbor you are helping.

Unless this is discussed in advance with NAME2, **you will NOT enter a neighbor’s unit** under any circumstances. If an errand is requested inside a unit, this must be discussed with NAME2 first.

Before helping our community with a tasking, we respectfully ask that you agree to read and implement all directions that we provide to you. These explain how to manage shopping and other errands for our neighbors, how to prevent you from getting infected, and how to prevent infecting our neighbors.

**ORIENTATION**

Prior to your first volunteer assignment, you will receive a briefing by NAME2 or NAME1 to verify you understand the directions and accept the risks. You are completely at liberty to withdraw from the volunteer team at any time if you feel that you are not willing to accept that personal risk.

Finally, we want to thank you from the bottom of our hearts for signing up as a volunteer. We admire you for your compassionate concern for the members of our community who need your help, and for your selfless offer of assistance. Thank you for helping to make this world a better place for us all

*\*\*To customize this document:*

1. Go to your Home tab on the Word Document
2. Click on Find and Replace option on the top right
3. Replace *YOURGROUPNAME* with the name of your community-led initiative, for eg. The Henry Condominiums Community Support Group.
4. Replace *NAME1 NAME2 NAME3 NAME4*  with the Command Center volunteers.
5. Delete this section once you have customized your materials.

**THANK YOU FOR YOUR HELP!**

*A picture containing person, text, man, yellow

Description automatically generated*

*We know our directions make a simple shopping*

*trip a bit complicated, but the procedures were*

*designed by our team’s epidemiologist and*

*reviewed by the localcounty health department*

*to keep both you and your at-risk client safe!*