**STEPS TO MAKE YOUR VOLUNTEER OPPORTUNITY SAFER**

*Consider the following when creating your volunteer opportunity and COVID-19 safety guidelines.*

1. **Considering requiring masks** – As an agency, decide if your organization will require masks based on the space and activity you will be doing with your Day of Caring volunteers. Have extra unused masks available as well.  
     
   *As of 8/12/21, the CDC and Sheboygan County Public Health are highly suggesting that masks be worn over your mouth and nose when indoors and outdoors except when eating or drinking.*
2. **Stay 6 feet away** – Limit the number of guests to allow people to remain at least 6 feet apart. Also, train your staff to avoid direct contact with volunteers, keeping them and your volunteers safer; this includes handshakes and hugs.
3. **Avoid crowded, poorly ventilated indoor spaces** – If your volunteer opportunity is indoors, avoid spaces that do not offer fresh air from the outdoors. Consider opening windows and doors when possible.
4. **Wash your hands** – Encourage staff and volunteers to wash their hands often for at least 20 seconds, especially before eating. *+Hand sanitizer will be provided to all volunteers in their goodie bags during the kickoff event. If you would like additional hand sanitizer bottles, please inquire with UWSC Staff.*
5. **Clean frequently** - Clean touched surfaces and items between use.
6. **Plan your snack or meal offerings**
   1. If you are offering any food or snacks for your volunteers, consider purchasing individually wrapped items, like salad dressing and condiment packets, and disposable items like food containers, plates, and utensils.
   2. Limit people going in and out of the food preparation areas.
   3. Limiting crowds by setting up multiple food stations.
   4. Eat outdoors, if possible.
   5. Avoid self-serve and buffet style food options. Have one person serve all the food.
7. **Update your Day of Caring Volunteer Listing**
   1. Clearly state what volunteers can expect and what your COVID-19 safety guidelines are to keep your staff and volunteers safe while supporting your mission and making a difference in the community.
   2. Encourage volunteers and staff to stay home if they are sick or have been near someone who thinks they may have or have been exposed to COVID-19 or any of it’s variant.
8. **Communicate with your** **Volunteers**
   1. Reach out to your volunteers to remind them of the project’s needs and expectations along with your COVID-19 safety guidelines.
   2. Ask volunteers to immediately notify you if they or another team member of theirs develop symptoms consistent with COVID-19 within 14 days before or after of the volunteer opportunity, such as fever, cough, or shortness of breath, or if you test positive for COVID-19.
   3. Create a welcoming and safe space for questions by expressing your excitement that they will be joining you and your staff during the 2021 Day of Caring!
   4. *Communicate often!* Reach out when someone or a team signs up for your opportunity. Then also send them a reminder prior to your project time.
9. **Cancel/Postpone Volunteer Opportunity** – Cancel or postpone your volunteer opportunity if a staff member is sick or has been near someone who thinks they have or has COVID-19 or any of it’s variant. Also, consider having a virtual backup option.

Resources:

* CDC small gathering guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays/small-gatherings.html>
* CDC large gathering guidelines:<https://www.cdc.gov/coronavirus/2019-ncov/your-health/large-gatherings.html>
* General Sheboygan County Public Health website: <https://www.sheboygancounty.com/departments/departments-f-q/health-and-human-services/public-health/communicable-disease/coronavirus-covid-19>
* Additional cleaning suggestions can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Forganizations%2Fcleaning-disinfection.html>