

Safe Workplace/Program Communication Sheet

Adapt this template for your workplace or program to follow safe practices as you re-engage volunteers and re-start your volunteer programs.

View our Re-starting Your Volunteer Program guide for more information.

	Initial
1. Before coming to volunteer today, am I experiencing flu-like symptoms (e.g. fever, headache, body aches, cough, difficulty breathing)?	
- If Yes, do not come to volunteer. Let us know you are not feeling well. Contact your health care provider immediately	
- If Yes and you did come to volunteer or if you feel ill during the day, contact your health care provider immediately and notify your volunteer manager	
2. Am I washing my hands frequently enough (before and after breaks, lunch, meetings, or using the bathroom)? Wash for at least 20 seconds each time in accordance with DHHS guidelines.	
3. Are hand sanitizer and/or sanitizing wipes available? Am I using them when entering and when leaving my area? (If sanitizer or wipes are out, notify your volunteer manager immediately.)	
4. Do I have the proper protective equipment, PPE (mask, gloves, safety glasses or safety shield)? Is my equipment clean?	
5. Did I get a new mask and new gloves at the beginning of my shift, after breaks, and after lunch?	
6. If I am required to wear a mask/gloves, am I disposing of them correctly in designated waste bins?	
7. Am I practicing 1.5m distancing in my work area, during lunch and breaks, and when I enter and leave the workplace?	
8. Have I wiped down phones and my cellphone before and after use?	
9. Is there anyone in the area I am not sure should be here? If Yes, immediately notify your volunteer manager.	

Volunteer signature: _____

Date: _____

Emergency Numbers

Volunteer Leader Name:

Phone:

Medical Emergency or Fire - **000**