

Returning Volunteer Guidelines

Please read the following guidelines before reporting to your scheduled shift.

All Volunteers MUST...

- Wear masks AT ALL TIMES in open/public spaces (Note: Masks are available onsite if needed).
- Stay home if ill, if you have knowingly been exposed to COVID-19, or if you have traveled outside of the DC, MD and VA area within 14 days of your service.
- Adhere to social distancing guidelines of 6 feet apart.

Front Desk Volunteers (FDV) will...

- NO LONGER do the following: Distribute OTC medications, collect the mail, sign for packages, or accept donations. They will notify the appropriate staff member to assist instead.
- Answer the phones and transfer calls to the appropriate parties, buzz in residents and staff, and sign residents in and out.
- Be able to use a baby monitor located in the vestibule to better hear residents identify themselves. Residents will use the monitor to notify FDVs of their name for entrance to the shelter and when signing in and out of the shelter.
- Notify the Volunteer Coordinator or another staff member if placed in a situation where you don't feel comfortable or the above guidelines aren't being met.

Meal Providers and Servers will...

- Wash their hands often and wear a facemask and gloves AT ALL TIMES.
- Limit groups to four people in the kitchen at any given time.
- Distribute individually packed silverware to residents from behind the counter.
- Handle ALL food, drinks, and condiments behind the counter and distribute them to residents.

COVID-19 Safety Precautions

In order to protect our residents, staff, and volunteers, Carpenter's Shelter has implemented the following safety precautions:

- Requires masks AT ALL TIMES in open/public spaces
- Requires social distancing of at least 6 feet
- Takes temperatures of staff and residents each day
- Asks for frequent hand washing and/or sanitizing
- Maintains an ample supply of masks, hand sanitizer, disinfectant wipes, disinfectant sprays, and bleach. Supplies are available at the front desk and in the kitchen.
- Strategically placed air purifiers around the shelter (Note: a small purifier is at the front desk and a large one is in the kitchen.)
- Installed Plexiglass and glass barriers around the front desk, kitchen counter, and staff desks
- Installed a baby monitor in the vestibule to help front desk volunteers hear through the glass window
- Received ALX Promise certification