

RE-OPEN GUIDELINES FOR VOLUNTEERS

Phase I – July thru December

COVID-19 SAFETY REQUIREMENTS FOR ALL VOLUNTEERS

Masks must be worn at all times when working in any area with other volunteers. The only exception is when you are working in the healthy cat room and working alone or with other members of your family only.

CURRENT VOLUNTEERS

- The volunteer sign-in book will be organized alphabetically by last name. Each volunteer will have their own sheets to use to record their hours.
 - Updated waivers are requested a copy of the signed waivers will be maintained under each individual tab.
 - We will use the hours information for grants as needed, as well as for recognition purposes.

NEW VOLUNTEERS JOINING JULY 1, 2020 AND AFTER:

- No court-ordered community service volunteers.
- Volunteers age 13 and under need to be accompanied by a parent – no exceptions.
- Limit of 10 school community service signed up at one time.
 - Requirement of 1 shift per week.
 - School volunteers must sign-up for shifts 1 week in advance (minimum).
 - Two strikes and you're out (miss 2 shifts and you are no longer able to volunteer).
 - Volunteers must be performing work required.
 - Must complete at least 10 hours per month
 - If a volunteer is asked to leave for any reason (not performing work needed, bringing in friends who aren't trained, etc.), his/her assignment will end and he/she will not be invited back.
 - School community service volunteers will be responsible for maintaining their time by having the desk staff record their IN and OUT times when arriving and leaving on the time card provided by NAWS. We can not go back and add IN/OUT times if the volunteer fails to obtain verification.
- Are required to pay a one-time, \$25 volunteer training fee.
- Upon payment, you will receive a volunteer t-shirt and nametag.
- Volunteer orientation will be scheduled and conducted prior to training and will include:
 - An overview of all Volunteer opportunities
 - COVID-19 and other safety requirements.

Phase II – January 2021

- Consider returning Hopewell, SWCC
- Consider court-ordered community service volunteers.
- More to come...