



# Volunteering Post-COVID-19 Shelter-in Place Orders



KEEP AMERICA  
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## Purpose:

This document is designed to help ensure Keep America Beautiful affiliates have the tools and resources to provide up-to-date health and safety resources and to minimize personal contact before, during, and after events. Please operate your event with an abundance of caution. Keeping our affiliates and volunteers safe is job No. 1. This document will be updated as new information is provided.

Is it OK to volunteer and give back to my community? Yes! Here is what to look for:

- 1) Clear guidance from state and local authorities that all “stay-at-home” restrictions have been lifted in your area.
- 2) Event organizers are pre-screening, exercising physical distancing, have implemented other safety precautions, and have a contact monitoring system in place.

### Event organizers should plan on conducting:

- Volunteer health prescreening: Survey volunteers based upon CDC symptoms for COVID-19 (please find sample survey in the appendix)
- Conduct or request self-temperature monitoring of all participants the day of the event
- Volunteer and staff safety precautions during your volunteer event:
  - Physical distancing
  - Frequent handwashing
  - Cleaning of work surfaces, door handles, and phones
  - Provide reusable cloth masks, if required by state or local health department
  - Guidance on how to properly remove and dispose of single-use gloves
  - Volunteer contact tracing

### How to Organize a VOLUNTEER EVENT:

#### Plan your event with special attention to volunteer safety

- Require advance volunteer registration for your event – use KAB Event/Volunteer Registration Portal at <https://volunteer.kab.org/>
- Manage the scale of the event – schedule shifts of volunteers over several hours or days
- Communicate steps you are taking to ensure volunteer safety
- Be prepared to notify volunteers of changing conditions, e.g. sudden COVID-19 outbreak or any other reason to postpone the event
- Provide protective supplies and be prepared to collect and manage them when finished

## Volunteer Registration

- Prior to registering for your event, require a voluntary self-administered health prescreening survey based upon CDC symptoms for COVID-19. If they are symptomatic according to the guidelines respectfully request they not volunteer at this time and suggest they monitor their health status and seek medical attention if necessary. During your event check-in or 24 hours prior to the event, confirm their health status has not changed. Again, if symptomatic, request they not volunteer at this time.
- Register your volunteers in advance with minimal in-person interaction and establish a quick and efficient way to communicate and track interaction with other volunteers and staff. *Recommend using KAB Event/Volunteer Registration Portal* at <https://volunteer.kab.org/>
- Maintain a list of all staff and volunteers at the event, their activities during the event, e.g. staffed registration, picked up litter in group “x,” directed traffic, etc., and the group of individuals with whom they may have come into contact.
- Require volunteers to notify you if they have symptoms or test positive for COVID-19 within 14 days of event (before and after). Note: Never release the name or personal information about any staff or volunteer that reports symptoms or tests positive. Be prepared to notify anyone who may have come into contact with the potentially infected individual but DO NOT disclose their identity.

## Physical Distancing

- While maintaining a sense of community volunteerism and safety, a group is more visible to motorists than one or two volunteers collecting litter along a roadside. Organize your volunteers into small groups and deploy them to specific areas and tasks that have been determined in advance of the volunteer event. Consider using a numbering or naming coding system that is connected to the group, which enables you to contact and monitor the group and their activity.
- Identify tasks and assign the appropriate number of volunteers that allows them to maintain physical distancing. If volunteer activities require more than one person, try to pair volunteers that live or work in close proximity to each other in their daily lives.
- In advance of the event, assign groups of no more than 10 people with set times to register. When setting the maximum group size, follow CDC and local guidelines for updates about the maximum recommended group size as well as considering the type of activity, location (indoors or outdoors), and the ability to maintain a physical space of six feet between each other.
- On-site volunteer check-in should be staffed by one person with registration tables set up a minimum of six feet apart. At check-in, plan to take their body temperature with an infrared thermometer and confirm that nothing has changed in the past 24 hours with regards to their prescreening health assessment. If you will not be able to take body temperatures at check-in, request the volunteer take their temperature prior to arriving to the event. Have them confirm they do not have a temperature and that nothing has changed from their prescreening health assessment.

## Volunteer contact tracking and record keeping

- Keep a list of all staff and volunteers at event. As mentioned under volunteer registration, be prepared to divide your volunteers into smaller groups that you can track throughout your volunteer event.
- Make sure volunteers stick to their assigned tasks and you identify volunteer groups by the interaction with others, e.g. a volunteer who registered individuals from 10 a.m. to noon or a volunteer that worked within a clearly identified workgroup “A,” etc.
- Require volunteers to report any change in their health status for the next 14 days after the event, see Section 4 of the sample volunteer waiver in the appendix.
- Make sure volunteers have your contact information and emphasize that personal information will not be disclosed. The intent is to be able to notify others that they may have interacted with so that they can self-isolate, monitor their health status, and protect the community at-large.
- After 14 days, notify all that volunteered with results of the event and updates on any disclosed self-reported health changes. It is a good practice to let volunteers know that no one reported a change in their health status after the event.

## Litter Cleanup Activities – Volunteer Safety

- Communicate with volunteers and ask if they have their own protective supplies to bring, including their own work gloves, face masks, safety vests, or litter grabbers.
- If providing clean, sterilized protective work gloves\* and safety vests, make sure they are washable, or you have a way to sterilize them. Laundering them in soap and water provides adequate sterilization to prevent the spread of the coronavirus. \*Keep in mind the main purpose of gloves is to keep volunteers safe from cuts and scrapes.
- Before giving protective work gloves and safety vests to your volunteers, let them know what precautions you took to sterilize the equipment you supplied.
- Have a way to collect used gloves and vests. Keep them contained until they can be sterilized (washed).
- If using grabbers or buckets to collect litter, make sure you have a volunteer or staff member who is wiping them with a disinfectant wipe prior to issuing them to a volunteer and upon their return.
- Supply hand sanitizer or ensure there is a hand-washing station with soap and water for volunteers to use frequently, especially after they have conducted cleanup activities.
- Keep volunteers hydrated and fed – single-serve packaging of food and water is appropriate or if using disposable cups filled from refillable containers make sure disinfectant wipes are available and used to wipe off water spigot/handle/outside of refillable containers between users.
- Note that gloves, unless switched out prior to handling food or water between each use, do not provide protection.
- If providing food, have a volunteer distribute any food that is not packaged as single-serve items rather than individuals serving themselves.
- As an alternative to providing food and water, when communicating with volunteers prior to the event, encourage them to bring their own or schedule the event so that food and water is not needed.
- In the abundance of extreme caution, it is advised that volunteers and staff secure collected litter in closable plastic bags or trash containers that have a secure lid. Try to minimize the transfer of trash and recyclables. COVID-19 is spread primarily via airborne particles and anyone transferring materials in bulk from one container to another should take extra precautions to not come in contact with airborne particles, e.g. wear a mask, wash hands thoroughly, and don't touch clothing and transfer to their face.

# Appendix:

## Surface “Stability” of COVID-19

As reported in The New England Journal of Medicine, researchers analyzed the aerosol and surface stability of COVID-19. As an aerosol the researchers noted that the virus remained viable for 3 hours, e.g. transferred droplets from sneezing, coughing, etc. The chart below indicates the duration the virus remains viable on some common surfaces:

Surface Type	Viability of Virus in Hours	Viability of Virus in Days
Copper	Up to 4 hours	Less than 1
Clothing	Several hours up to 24	Up to 1
Cardboard	Up to 24 hours	Up to 1
Plastic	Up to 72 hours	Up to 3
Stainless Steel	Up to 72 hours	Up to 3
Glass Surface, e.g. smartphone	Up to 96 hours	Up to 4

**Prescreening Health Survey – to be conducted prior to registration and repeated 24 hours prior to event**

People with COVID-19 have had a wide range of symptoms reported – from mild symptoms to severe illness<sup>1</sup>. Symptoms may appear two to 14 days after exposure to the virus.

**In an effort to keep you, our volunteers, and community as safe as possible, please review the indicator symptoms below identifying if you have experienced any of the following within the past 14 days.**

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have a cough and shortness of breath or difficulty breathing, these symptoms may indicate you may have been exposed to and may test positive for COVID-19. In exercising an abundance of caution, please **do not** volunteer for our event. Continue to monitor your health conditions closely and seek medical attention if necessary.

If you have at least two of the remaining symptoms in the list above, you may also have been exposed to COVID-19 and we ask that you **do not** volunteer for our event at this time. Continue to monitor your health conditions closely and seek medical attention if necessary.

Thank you for taking this pre-volunteer health screening and keeping yourself, your family, and community safe. Please let us know if you will not be able to volunteer at this time so we can update our volunteer registration list.

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



**For Event Organizers:**

Notify confirmed, self-assessed, and pre-screened volunteers about where and when to report and their assigned group and responsibilities. At check-in, plan to take their body temperature and confirm that nothing has changed in the past 24 hours with regards to their prescreening health assessment. If you will not be able to take body temperatures at check-in, request the volunteer take their temperature prior to checking in. Have them confirm they do not have a temperature and that nothing has changed from their prescreening health assessment

## Removing Gloves Safely<sup>2</sup> -- DO NOT LITTER

Wearing gloves can give a false sense of security. Remember that while wearing gloves, anything you touch with your gloved hands, e.g. phone, wallet, purse, face, becomes exposed to what you touched while your hand was gloved. According to the CDC, people who are caring for someone infected with COVID-19 should wear disposable gloves when cleaning surfaces, washing dishes, and doing laundry for the infected person<sup>3</sup>. When removing disposable gloves, do so without touching the outside of the gloves with your bare hands.

1. Grip one glove on the outside of the glove near the cuff.
2. Peel it down until it comes off inside out.
3. Cup the removed glove with your gloved hand.
4. Place fingers from your bare hand inside the cuff of the glove that you have on. Be sure to not touch any damp or contaminated areas of the glove.
5. Peel that glove off so that it comes off inside out, touching only the inside of the glove you are removing keeping the other glove inside it.
6. Dispose of the gloves in a trash container.
7. Wash your hands with soap and water.

## How to Remove Gloves

To protect yourself, use the following steps to take off gloves



1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by pulling your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Wash your hands immediately after removing gloves.

<sup>2</sup> <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

<sup>3</sup> <https://www.cnbc.com/2020/04/14/can-wearing-medical-gloves-protect-you-from-coronavirus-experts.html>

## How to clean and disinfect<sup>4</sup>

### Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### Disinfect

Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant with one of the following:

**Household Disinfectant:** Recommend use of [EPA-registered household disinfectant](#). Follow the instructions on the label to ensure safe and effective use of the product.

**Alcohol solutions with at least 70% alcohol.**

**Diluted household bleach solutions may also be used** if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Follow manufacturer's instructions for application and proper ventilation.
  - Never mix household bleach with ammonia or any other cleanser.
  - Leave solution on the surface for at least 1 minute.
- To make a bleach solution, mix:
  - 5 tablespoons (1/3rd cup) bleach per gallon of waterOR
  - 4 teaspoons bleach per quart of water

When using any of the above disinfectants keep in mind many products recommend:

- Keeping surfaces wet for a period of time (see product label); and
- Taking safety precautions such as wearing gloves and making sure you have good ventilation while using the products.

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<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

## Cloth Face Coverings to Help Slow the Spread of COVID-19

[CDC recommends](#) wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.<sup>5</sup>

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Cloth face coverings should be routinely washed depending upon the frequency of use. A standard wash cycle in a washing machine is enough to sterilize a cloth face covering

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

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<sup>5</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## No Sew Methods

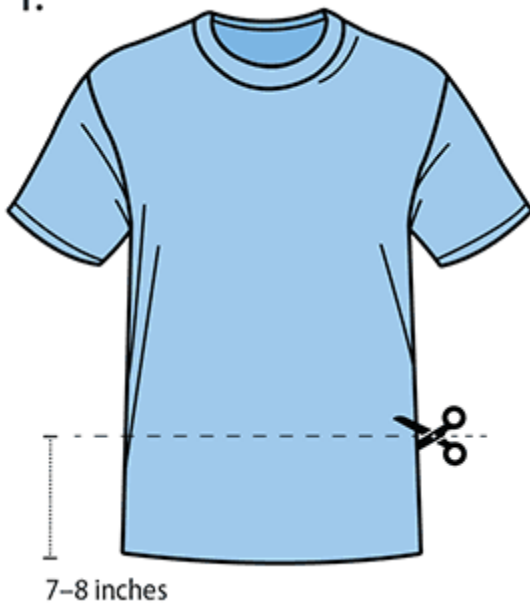
### Quick Cut T-shirt Face Covering (no sew method)

#### Materials

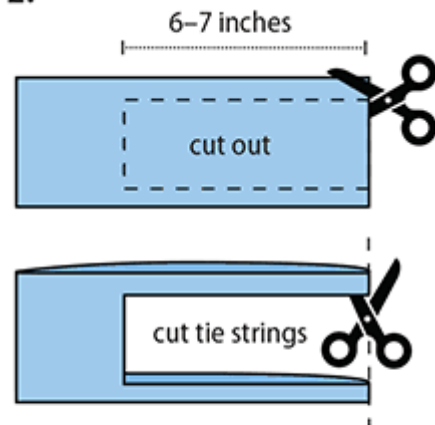
- T-shirt
- Scissors

#### Tutorial

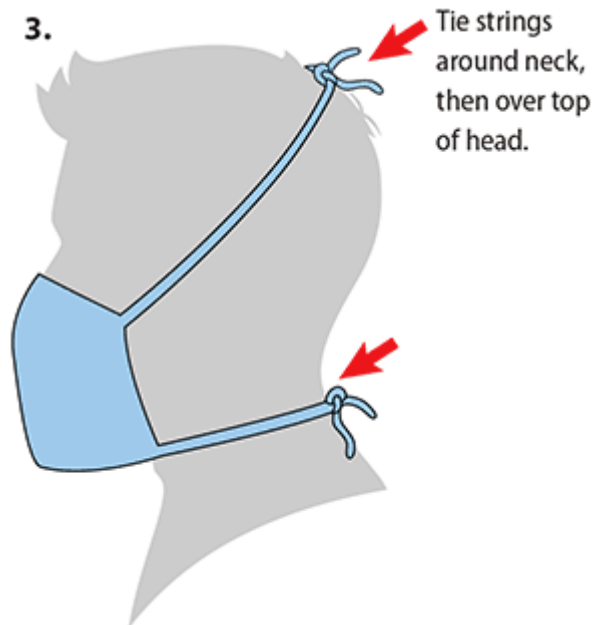
1.



2.



3.

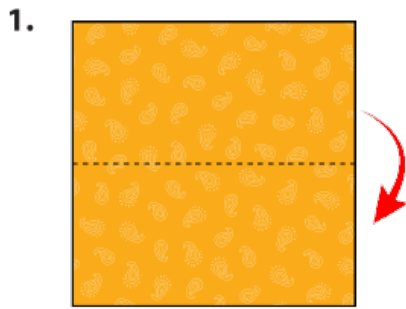


## Bandana Face Covering (no sew method)

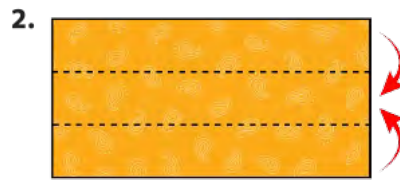
### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

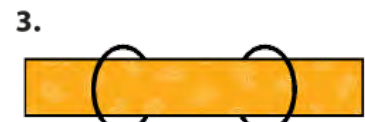
### Six Steps to a cloth reusable mask



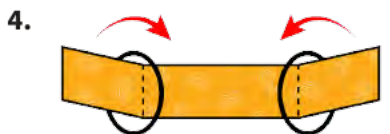
Fold bandana in half.



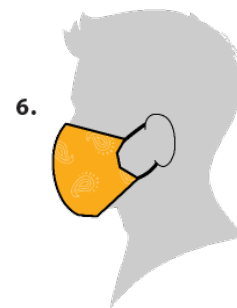
Fold top down. Fold bottom up.



Place rubber bands or hair ties about 6 inches apart.



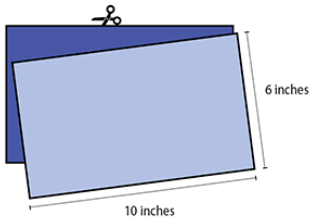
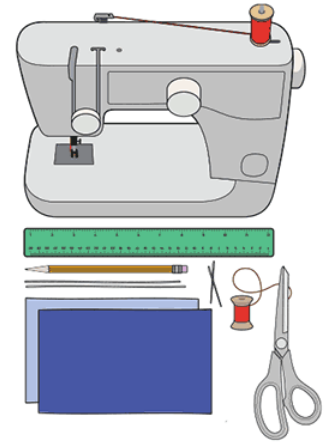
Fold side to the middle and tuck.



## Sewn Cloth Face Covering

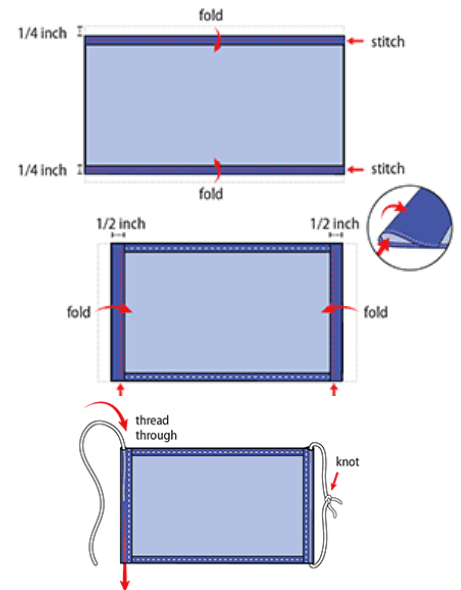
### Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

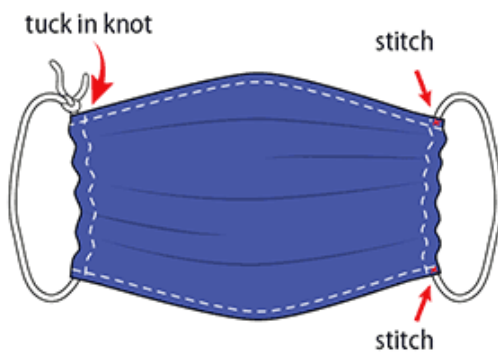


1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.

2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

## VOLUNTEER AGREEMENT & RELEASE FROM LIABILITY

I agree to volunteer my time and services to work for Keep America Beautiful and the KAB Affiliate Network. As a volunteer:

1. I control the dates and times when I work with KAB or a KAB Affiliate and they are not responsible for scheduling my volunteer work. I understand I will not be compensated for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon termination of this agreement or as a result of my volunteer service.
2. I am aware that certain volunteer activities have different levels of physical requirements, i.e. standing, lifting and carrying up to 40 pounds. I will volunteer only for activities matching my abilities and will exercise reasonable care to avoid injury. I acknowledge I am voluntarily agreeing to participate in activities with knowledge of the hazards and potential dangers involved and agree to accept any and all risks of personal injury and property damage. It is my responsibility to withdraw from any activities if I find I am unable to perform them safely.
3. I will not in any manner discriminate against any person on account of citizenship, life experiences and abilities, learning and working style, personality type, race, socio-economic status, class, gender, sexual orientation, education, country of origin, or cultural, political, religious affiliation.
4. I agree to report any change in my health status as it relates to the CDC published COVID-19 symptoms (cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste/smell) for a period of 14 days before and after my volunteer event. It is understood and I grant permission to the event organizer to make a reasonable effort to notify others I may have come into contact while volunteering so they can self-isolate themselves and monitor their own health status. It is understood that event organizers will NOT disclose my personal identity or reported health information.
5. I agree that I, and my assignees, heirs, guardians, and legal representatives, will not make a claim against or sue Keep America Beautiful or its employees, board members, Affiliates, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of its employees, board members, Affiliates, agents or contractors of Keep America Beautiful as a result of my volunteering. I HEREBY RELEASE AND DISCHARGE KEEP AMERICA BEAUTIFUL AND AFFILIATES OF KEEP AMERICA BEAUTIFUL INCLUDING THEIR OFFICERS, BOARD MEMBERS, EMPLOYEES, AGENTS AND CONTRACTORS FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY HEIRS, GUARDIANS, AND LEGAL REPRESENTATIVES NOW HAVE, OR MAY HAVE IN THE FUTURE, FROM PROPERTY DAMAGE, BODILY INJURY, AND/OR DEATH RESULTING FROM MY VOLUNTEERING.
6. I UNDERSTAND THAT IF I AM INJURED IN THE COURSE OF VOLUNTEERING, I AM NOT COVERED BY THE WORKERS' COMPENSATION PROGRAM OF KEEP AMERICA BEAUTIFUL AND AFFILIATES OF KEEP AMERICA BEAUTIFUL. I authorize Keep America Beautiful and Affiliates of Keep America Beautiful to seek emergency medical treatment on my behalf in case of injury, accident or illness to me arising from my involvement as a volunteer. I understand that I will be responsible for medical costs incurred by such accident, illness or injury.
7. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

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Date

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Volunteer/Participant Signature/Parent or Guardian if under 18

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Printed Name/Name of Parent or Guardian if under 18

If Volunteer/Participant is under 18 years of age, parent or guardian must read and also sign:

This release, its significance, and assumption of risk have been explained to and are understood by the minor and myself as attested to and co-signed above.