



Volunteer Center of Santa Cruz County

COVID-19 Safety Plan

Protocols are subject to change in accordance to Santa Cruz County Public Health Orders.
The Safety Plan applies to Employees, Volunteers, Contractors, Board Members and Participants.

Employee, Volunteer and Participant Safety Protocol

- All Employees, Volunteers and Participants will self-screen for any flu or cold-like symptoms before leaving home for a Volunteer Center site or any type of work-related activity in the community.
 - Fever exceeding 100F
 - New Cough
 - Shortness of breath
 - Sore throat
 - Body aches
 - Abnormal headache
- **Quarantine/Isolation Requirement:**
The Volunteer Center requires the following:
 - If you **test POSITIVE**, regardless of vaccination status,
 - You stay home for first 5 days (first day of symptoms is Day 0)
 - Isolation can end after Day 5 if:
 - Symptoms are not present, or are mild and improving; AND
 - You are fever-free for 24 hours (without the use of fever-reducing medication).
 - Continue to wear well-fitting mask for additional 5 days
 - If fever is present, isolation should be continued until 24 hours after fever resolves
 - If symptoms, other than a fever, are not improving, continue to isolate until symptoms are improving or until after Day 10
 - After you have ended isolation, if your symptoms recur or worsen, get tested again and if positive, restart isolation at Day 0.
 - If you **are exposed**, regardless of vaccination status,
 - Test within 3-5 days after exposure
 - Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings
 - If symptoms develop, test, and stay home, AND
 - If test result is positive, follow isolation recommendations above.

Face Coverings and Office

- Face coverings are still encouraged regardless of vaccination status but are no longer required. Staff, participants, or volunteers are welcome to continue to wear a mask if they choose to.
- If stricter rules are in place in an offsite meeting place, the stricter rules will apply to everyone.

- All volunteers and visitors must sign-in when entering a Volunteer Center Site. The sign in process will include: Date of visit, Time, Reason for Visit and Sign out time.
- All volunteers and visitors must sign-out when leaving a Volunteer Center Site. It is the responsibility of the person or Program to make sure that this occurs.
- Employees are responsible for regularly cleaning shared surfaces after use with a disinfectant wipe (such as printers, appliances, counter tops, microwaves, phones, etc.).

Air Travel

- Those employees/volunteers, regardless of vaccination status, and who use airline travel for domestic (inside the USA) for travel, **must** test 3-5 days after returning to Santa Cruz County, as well as self-monitor for symptoms, and may return to work without quarantining if not experiencing any symptoms, but it is ***strongly encouraged*** modifying your work schedule to work remotely for the first 3-5 days.
- Those employees/volunteers, regardless of vaccination status, and who use airline travel for international travel, must test 3-5 days after returning to the US, as well as self-monitor for symptoms, and may return to work without quarantining, but it is ***strongly encouraged*** modifying your work schedule to work remotely for the first 3-5 days.

Face-to-Face Contact Protocol

Face-to-Face Services in the Community

- Employees and Volunteers will self-screen for symptoms related to COVID-19 before meeting any participants in the field using the [Employee & Volunteer Self-Screening](#) tool.
- Employees and volunteers will only enter the residence of a participant if it is necessary for the meeting.
- Face coverings are no longer required when meeting with participants, but it is still strongly encouraged.
- If stricter rules are in place in an offsite meeting place, the stricter rules will apply to everyone.

Individual Services in the Office

- **All staff and participants, regardless of vaccination status**, are strongly encouraged to wear face coverings while providing or receiving services, but it is no longer required.
- All rooms/offices will be set up for individual services that include:
 - Hand sanitizer, tissues and trash can
 - Ventilation

Group Services in the Office

- All Staff and participants are strongly encouraged to wear face coverings for the entire duration of the group, but it is no longer required.
- Hand sanitizer, tissues, and a trash can will be included in all group counseling spaces.
- Shared surfaces must be disinfected before and after all groups.
- Participants will be encouraged to wash hands before attending a group.
- Group rooms must be properly ventilated.

Transportation

- All Drivers are strongly encouraged to wear masks when transporting clients and to keep windows open, but it is no longer required.
- All vehicles will be equipped with a transportation kit which includes;
 - Hand Sanitizer
 - Gloves
 - Disinfectant Wipes
 - Masks
- Drivers must disinfect all shared surfaces with a disinfectant wipe after use including door handles, steering wheel, radio, and all levers.
- All passengers should be encouraged to wear face coverings, but it is no longer required. Drivers may transport the maximum number of passengers that the vehicle allows, and windows should be down if weather permits.
- Passengers will be encouraged to use hand sanitizer before and after entering and exiting the transportation vehicle.

Building Signage

- Signage explaining that face coverings are encouraged but no longer required for everyone, regardless of vaccination status, will be posted at all sites.
- Signage must be posted in Spanish and English for:
 - face covering
 - handwashing.

Harvey West

Waiting room will be closed

17th Ave

Kitchen will be closed/staff only

Carr St.

Kitchen will be closed to participants and visitors

Waiting room will be closed

Shared Surfaces

- One designated participant phone is allowed at the following locations. Participants will be asked to clean the phone before and after each use with a disinfectant wipe. Participants must ask staff before using a shared phone.
 - **Harvey West** - phone located in lobby. Only participants that have passed screening may use the phone.
 - **Carr Street** - phone located on the desk near the building exit.
 - **17th Ave** - phone located in CCSP office for CCSP and FO participants.
- All employee should disinfect shared surfaces before and after use including keyboards, desk, mouse, phone, copier, etc.
- Bathrooms must be thoroughly cleaned with proper disinfectant at least once daily.

Shared Space Occupancy

- There are no longer maximum capacities for any room at any Volunteer Center site.

Computer Labs

- Computer labs can be used with an appointment only. Participants must schedule appointments with a site/program manager.
- Hand sanitizer and disinfectant wipes will be available at designated computer stations.
- Employees are responsible for cleaning the computer lab after use.
- Participants must wash hands for at least 20 seconds and wear a face covering while using a shared computer.

Cleaning Schedule

- All sites must have an individual designated to disinfect shared surfaces. Janitorial services must be completed before or after program hours.

Compliance and Training

- All new employees will be trained during orientation. They will receive a hard copy of the Safety plan and they will sign the [Safety Plan Acknowledgement](#) form acknowledging that understands the required protocols.