



VISTING OFFICE PROTOCOL

Guidelines for volunteers visiting NH sites

To ensure your safety, and the safety of Neighborhood House staff and other visitors, please follow the below guidelines.

What to bring: Please only bring essential items.

- Driver's License/Photo ID
- Phone
- Keys
- Face Covering*
If you have a health condition or disability that makes wearing a face covering inappropriate, please let your Case Manager know.
- Disposable Gloves (optional)

*If you do not have a face covering, let us know and we can provide one for you.

What not to bring:

- Food or drink (unless needed for medical reasons)
- Purses, backpacks, bags, etc.
- Additional guests (unless approved by your Case Manager)

When you arrive:

When you arrive for your volunteer shift, please wait in your car or outside, and call or text your Volunteer Supervisor to let them know you have arrived. They will provide further instructions on how to enter the building.

Please reschedule your volunteer shift if:

- You have any of the below symptoms that you cannot attribute to another condition:
 - Fever (recommend client take their temperature at home on the day of the appointment prior to coming for the appointment)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion
 - Nausea or vomiting
 - Diarrhea
- If you are caring for someone who is sick or has any of the above symptoms.
- If you or a member of your household are currently working in a job that requires you to have regular interaction with individuals who have COVID-19.

To reschedule your appointment, please contact your Volunteer Supervisor.

