



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.

Before you arrive: Please complete the [Health Attestation](#). This needs to be done **day of your visit** and **every time** you come into an office. All health information is confidential and will only be visible to the Volunteer Services team. Once you have completed this, a confirmation will be sent to the site lead and you will be approved to visit an NH site.

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 Volunteer Supervisor 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)
Note: You *may* be permitted to bring food or beverages to a volunteer event. Please see your volunteer confirmation email for more details.
- Purses, backpacks, bags, etc.
- Additional guests (unless approved by your Volunteer Supervisor)

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.

Note: If you are volunteering for an event, please follow the instructions in your event volunteer confirmation email.

Please reschedule your volunteer shift if:

If you have any of the symptoms below, and they cannot be attributed to another condition, **please stay home and contact your volunteer supervisor.**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

MASKS PROTECT YOU AND ME

Thank you for wearing a mask around others! People age 5 years and older should wear masks.

Masks Should:

- Have 2 or more layers
- Allow you to breathe
- Have tightly woven fabrics such as cotton
- Fit snugly over nose and mouth with no large gaps

Tips for getting a snug fit:

- Wear masks with a wire nose clip secured on the nose
- Try a Mask Fitter or Brace
- You can wear a cloth mask over a disposable mask

Please reserve N95s for health care workers.

For more information:
kingcounty.gov/masks

Public Health
Seattle & King County
February 22, 2021

- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion
- Nausea or vomiting
- Diarrhea

Please stay home and contact your volunteer supervisor if, within the last 14 days, you have had contact with anyone that you know had COVID-19 or COVID-like symptoms. Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with a person with COVID-19 with or without wearing a mask (this can include being coughed or sneezed on).

People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Please stay home and contact your volunteer supervisor if you had a positive COVID-19 test for active virus in the past 10 days or if you are awaiting results of a COVID-19 test.

Please stay home and contact your volunteer supervisor if within the past 14 days, a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection.

To reschedule your appointment, please contact your Volunteer Supervisor.

Hygiene and Health Practices

- Avoid non-essential person-to-person contact (e.g., handshakes).
- Exceptional hand hygiene is critical to minimize exposure to viruses. Avoid touching your face, eyes, nose, and mouth until you are able to wash your hands.
- Frequently wash your hands for 20 seconds:
 - When arriving to volunteer,
 - When returning to your volunteer work after a break,
 - Before eating or handling shared resources (e.g., shared office supplies, faucets, etc.)
 - After going to the bathroom, blowing your nose, coughing or sneezing, or contacting high-touch surfaces (e.g., doorknobs/handles, etc.) and
 - Otherwise as needed.

Practice Respiratory Hygiene

- Cover your mouth and nose with your bent elbow or use a tissue when you cough or sneeze. Dispose of tissues immediately.

Concerns?

If you have a concern about these policies and you and your colleagues' safety, please contact your **volunteer supervisor**.