Volunteering with Roadrunner Food Bank During the COVID-19 Pandemic

We are so excited that you are interested in joining Roadrunner Food Bank’s hunger relief efforts during the COVID-19 pandemic. We are working to rapidly mobilize to feed our hungry neighbors. The health and safety of our community are a top priority. This includes providing access to food while keeping our staff and volunteers safe and healthy. To that end, prior to joining us for a volunteer shift, please be aware of the following:

1) We will ask volunteers to assess whether it is safe for you to volunteer.
   - If you are sick or do not feel well (cough, sneezing, shortness of breath, fever, etc.), **you may not volunteer or come to the food bank for food and personal safety reasons**. Please stay home and get well. We can schedule a volunteer shift for you in the future.
   - If you have been in direct contact with someone who has a confirmed or suspected case of COVID-19 in the last two weeks, **you may not volunteer or come to the food bank**. We recommend you stay home for two weeks and we will help you schedule a volunteer shift in the future.
   - If you have recently traveled or been in contact with anybody who has traveled, **you may not volunteer for two weeks upon return** (as per the New Mexico Department of Health’s travel recommendations).

   Please assess whether it is safe for you to volunteer on a continual basis. Because of the nature of our work, Roadrunner Food Bank is always required to follow stringent guidelines around food safety. These guidelines are consistent with the CDC guidelines for containing the spread of COVID-19. Our employees are well-trained to wash their hands frequently with soap and warm water and to cover their coughs and sneezes. We will ask you to wash your hands and take extra precautions while in our building. We are also honoring all social distancing advice and maintaining 6 feet between volunteers during their shift.

2) If you would like to volunteer, please review the following information carefully and complete the paperwork. You can also fill out the paperwork online at [www.rrfb.org/COVID-19/Volunteer](http://www.rrfb.org/COVID-19/Volunteer). We also have hard copies available for completion at your first scheduled shift.

   As always, **all shifts need to be scheduled**. This will also help ensure Roadrunner Food Bank can continue to practice all social distancing needs. Please schedule your shift at [www.rrfb.org/give/give-time](http://www.rrfb.org/give/give-time) or call 505-247-2052. In light of COVID-19, some volunteer opportunities and shifts may change. Please check [www.rrfb.org/COVID-19](http://www.rrfb.org/COVID-19) to stay up-to-date with Roadrunner Food Bank and our relief efforts during this time. We will communicate with our volunteers via email when necessary.

   **We are so happy you are interested in helping Roadrunner Food Bank continue our mission to solve hunger! We look forward to welcoming you to our team!**
New Mexico Department of Health Facility Visitor Screening Questionnaire

In response to concerns regarding COVID-19 (coronavirus disease 2019), and in accordance with guidance issued by the Centers for Disease Control (CDC), this facility is screening all visitors for certain risk factors before entrance is allowed. Facilities may restrict or limit visitation rights for reasonable clinical and safety reasons, specifically to prevent community associated infection or communicable disease transmission to the residents. See 42 CFR §483.10(f)(4).

Please answer the following questions and certify your answers by signing below:

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1. Have you traveled internationally in the last 14 days to any country currently designated by the CDC as a high-risk location for COVID-19*? Roadrunner Food Bank is not allowing volunteers who have traveled internationally in the past 14 days, or had contact with a person who has traveled to a high contamination area, to volunteer at this time. Does this apply to you?</td>
<td>☐</td>
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<tr>
<td>2. Have you had signs of a respiratory infection in the last 14 days, such as a fever, cough and/or sore throat?</td>
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<td>3. Have you had contact with anyone who has been diagnosed with, or screened for COVID-19?</td>
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<td>4. Have you traveled to another state with widespread community transmission of COVID-19 in the last 14 days? Roadrunner Food Bank is not allowing volunteers who have traveled out of state in the past 14 days, or had contact with a person who has traveled to a high contamination area, to volunteer at this time. Does this apply to you?</td>
<td>☐</td>
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</tbody>
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I certify that I have answered the above questions honestly:

Name: ____________________________
Signature: ________________________
Date: ____________________________

*As of 3/25/2020 The Center for Disease Control lists Australia, Brazil, Canada, Chile Ecuador, India, Indonesia, China, Europe (Schengen Area): Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City, Iran, Ireland, Israel, Japan, Malaysia, Pakistan, Philippines, Qatar, Romania, Russia, Saudi Arabia, Singapore, South Africa, South Korea, Thailand, Turkey, United Kingdom: England, Scotland, Wales, and Northern Ireland.

Roadrunner Food Bank Precautions

Measures Roadrunner Food Bank is taking to protect staff and volunteers include (but are not limited to):

- Roadrunner Food Bank is always required to follow stringent guidelines around food safety. These guidelines are consistent with the CDC guidelines for containing the spread of COVID-19. Our employees are well-trained to wash their hands frequently with soap and warm water and to cover their coughs and sneezes. We will ask you to wash your hands and take extra precautions while in our building. We are also honoring all social distancing advice and maintaining 6 feet between volunteers during their shift.
- Volunteers are screened using NM Department of Health’s (DOH) Facility Visitor Screening Questionnaire.
- Volunteer communications facilitate informed consent (based on the CDC’s and NM DOH’s recommendations), and encourage volunteers to stop volunteering at any time, for any reason.
- Staff deep cleans and sanitizes volunteer spaces before and after each volunteer shift and sanitizes high-touch surfaces throughout the day.
- Volunteers are required to wash hands regularly and use gloves.
- Volunteers are provided a safety training before each shift including:
  - Emphasizing the importance of hygiene and safety practices
  - Encouraging individuals to opt-out for any reason
  - Personal hygiene and glove use instructions
  - Social distancing instructions and demonstration
  - Reminder to work slowly, with safety in mind
- To facilitate social distancing, a maximum occupancy has been established for each volunteer space and the volunteer equipment have been rearranged accordingly.

I have read and understand the above screening policy, and agree to follow the best practices listed, and listen to instructions from Roadrunner Food Bank employees during my volunteer shift:

Date: _____/_____/_____
Volunteer Signature: ___________________________________________________
Volunteer Name (PRINTED): _______________________________________________
Legal Guardian’s Signature (if under 18) ____________________________________