

## PARK DISTRICT COVID SCREENING PROTOCOLS FOR VOLUNTEERS

The East Bay Regional Park District (EBRPD) Volunteer COVID Screening Protocols have been developed to help protect staff and volunteers at Park District functions. **Following these protocols is required for all staff and volunteers who participate in a Park District volunteer opportunity.**

As of August 10, 2020, everyone who participates in an EBRPD Volunteer Opportunity must conduct a self-assessment questionnaire that includes taking their temperature. Volunteers are asked to sign an acknowledgment that they meet criteria before each volunteer opportunity.

These protocols provide an additional layer of protection for everyone, but do not eliminate risk nor replace the need to implement additional preventative measures. Regular handwashing and cleaning, the wearing of face coverings in open and shared indoor spaces, and social distancing remain critical for preventing the spread of disease.

### Self-Assessment Stations

Every Park District Volunteer Opportunity will designate an area where self-assessments can be done.

Assessment areas should be:

- Outside.
- Have flat surface for collecting questionnaire signatures.
- Out of direct sun, if possible.
- Have sufficient space for social distancing.

Volunteer Event Supplies :

- A no-contact thermometer
- Hand sanitizer
- A laminated questionnaire and COVID Volunteer Protocol document
- Facemasks for use if temperature is >100.4 or if volunteers show up without a mask
- A signature sheet to attest to the questionnaire

Each Volunteer Event should designate a staff person(s) to be responsible for managing the self- assessment materials and sign-in registered participants. This includes providing necessary materials outside at the start of the Volunteer Opportunity and making sure all supplies are stocked and available for use.

### Expanded Screening Questionnaire

Following guidance from Alameda County Public Health, employees and volunteers will be required to answer the following questions at the start of each shift. These questions will be posted at all Volunteer sign-in stations:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had close contact<sup>1</sup> in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?
  - Fever, Chills, or Repeated Shaking/Shivering
  - Cough
  - Sore Throat
  - Shortness of Breath, Difficulty Breathing
  - Feeling Unusually Weak or Fatigued
  - Loss of Taste or Smell
  - Muscle pain
  - Headache
  - Runny or congested nose
  - Diarrhea
  - Nausea and vomiting

Employees and Volunteers must sign to confirm that they have reviewed and answered **NO** to the three questions before starting any volunteer work. A hardcopy sign-in sheet will be provided at the worksite. Consider using personal pens for signature.

If staff or volunteers answered **YES** to any of the questions, they must be sent home to contact their health care provider for direction, consistent with the Park District's exposure protocols. If an employee or volunteer refuses to answer the questionnaire, they will be sent home.

In addition, employees and volunteers will be asked to confirm that they understand and will adhere to preventative measures, including personal hygiene, daily cleaning, wearing face coverings in shared areas, and maintaining social distance of 6 feet.

## Mandatory Self-Assessment with Temperature Checks

One of the questions on the questionnaire is whether employees and volunteer have had any symptoms of COVID-19, which include fever. By acknowledging the questionnaire, the employee/volunteer attests to having a temperature of less than 100.4. Employees and volunteers must take their temperature within one hour before starting work. *This can be done using a personal thermometer before reporting to the worksite or at an established Park District self-assessment station, which will be provided at every volunteer worksite as noted above.*

If using a District-supplied thermometer at a designated self-assessment station, the following protocol will be followed:

1. At the start of the volunteer event, the employee responsible for the volunteer opportunity will use gloves and setup the self-assessment station at the designated location with supplies.
2. Anyone needing to check temperature using a Park District thermometer will:
  - a. Put on a face covering.
  - b. Sanitize hands with provided hand sanitizer and open the storage box.
  - c. Use the provided no-touch thermometer to take their own temperature.
    - If the thermometer temperature is 100.4° or higher, take an N95 mask out of the box and place it on face. Discontinue the self-assessment. Instead, sanitize hands again with hand sanitizer, and notify the supervisory staff on duty. Wait in the designated area for direction.
    - If the temperature is under 100.4, complete the self-assessment form on the clipboard. If at any point staff answers "Yes" to any of the questions on the self-assessment form, they will take a mask out of the box and place it on their face, discontinue the self-assessment, and notify the supervisory staff on duty.
  - d. Wipe down all items. Sanitize hands with provided hand sanitizer.
3. The employee responsible for the completion of the volunteer event will be responsible for bringing the storage box back. They will wear gloves while handling the supplies and store the storage box.

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<sup>1</sup> "Close contact" is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19.

If a Volunteer has a temperature of  $>100.4$  and they alert EBRPD staff, staff will:

1. Wear a face covering and gloves (PPE). Request that the Volunteer remain outside, observing social distancing protocols, for 15 minutes. Witness the volunteer use the no-touch thermometer to retake their temperature after a 15-minute observation period.
2. If the affected person's temperature is  $100.4^{\circ}$  or higher, the staff member will send the volunteer home and refer them to follow up with their personal care provider. The volunteer supervisor will then wipe down all items and make the appropriate notifications.
3. If the affected personnel's temperature is less than  $100.4^{\circ}$  but the Volunteer answered "Yes" to any questions on the form, the Volunteer supervisor will wipe down all items and make the appropriate notifications.

## Best Practices

Screening is conducted as a best practice to help limit people who are ill or who may present a high a high-risk exposure. Screening also provides some additional assurances to employees and volunteers of safe workplaces. However, screenings are not a comprehensive solution for eliminating risk. Too much reliance on screening and temperature checks can lead to lax adherence to other proven preventative measures, including social distancing, face mask coverings, and regular handwashing. Asymptomatic and pre-symptomatic carriers may still inadvertently work at a volunteer opportunity after being screened. Strictly following preventative measures is the best way to stay safe.

## Preventative Measures

The CDC recommends that everyone follow preventative measures:

- Wash hands often with soap and water for 20 seconds, or use hand sanitizer with at least 60% alcohol;
- Cover your mouth and nose with a cloth face cover when around others, even if you do not feel sick;
- Avoid close contact, staying at least 6 feet from other people;
- Avoid touching eyes, nose, and mouth;
- Cover coughs and sneezes and throw used tissues in the trash; and
- Clean and disinfect frequently touched surfaces daily.