



## **VOLUNTEER HEALTH SAFETY PRECAUTIONS**

As we serve our youth during this time, the safety of both students and volunteers is of utmost importance. Therefore, we ask the below questions of you:

1. Have you traveled outside of the United States in the last 14 days, including a cruise to any destination?
2. Have you experienced any respiratory symptoms such as congestion, cough, sore throat or fever in the last 72 hours?
3. Have you had any contact with someone who has recently been tested for novel coronavirus or is under investigation for novel coronavirus (COVID-19)?

**If you answered YES** to any of these questions, we ask that you refrain from volunteering for at least 14 days in a face-to-face capacity (you can still connect virtually). If you develop symptoms within that timeframe, please consult your health care provider.

**If you answered NO** to the above questions, please be aware of the following precautions in place as you serve with the RTNI.

**Any students that you pick up must be able to answer NO** to all of the above questions as well. Any volunteer or mentor must ask students these questions before picking a student up. If a student answers YES to any of the above you are not permitted to proceed in a face-to-face interaction with that student for at least 14 days. You are encouraged to connect with the given student virtually.

## **GENERAL GUIDELINES:**

1. **MANDATORY:** All volunteers are required to wear masks while interacting with students (we can provide you with a reusable mask if needed). If you need a mask, you must let us know in advance. If you have your own, please wear it.\*
2. **MANDATORY:** If you eat together, please use hand sanitizer before and after (we can provide this if you don't have any). There is to be absolutely no meal or drink sharing. When you order food, have the restaurant package/wrap the food per individual so there is no sharing food from a common container.
3. When possible, maintain 6' distance between individuals (and encourage students to do so with each other) for the health of all young people and volunteers. Conversations must be at a 6' distance.
4. Avoid touching eyes, nose, and mouth. Do not touch your mask or face if possible.
5. **MANDATORY:** If you are cleared by RTNI for offsite activities, talk with parents about each activity you plan to do and make sure they are comfortable with it and make sure that the appropriate RTNI staff person knows your plans and whereabouts. Also, give parents a return time and stick with it. (If you are not certain if you are cleared for RTNI offsite activities, you

most likely are not. Escalate questions to the appropriate RTNI staff person before engaging any student in an offsite activity.)

\*Eating is an exception to mask wearing, but eating should take place with at least 6' of distance from one another. Absolutely NO food or drink sharing by anyone!

### **MANDATORY GUIDELINES FOR BUILDING SPACE USAGE SETUP AND TEARDOWN**

1. If you are a part of a setup or teardown team, wash your hands (or use hand sanitizer) and wear gloves and a mask before disinfecting areas.
2. Sanitize all chairs, surfaces, touch points (i.e. door knobs or handles; water fountains), and any item to be used by students (binders, pencils, books, markers, etc.) that have the potential for student usage in the building with designated cleaning supplies.
  - a. Sanitized items should be placed in a "ready for use bin".
  - b. If there are multiple waves of students to use the same space, follow the above procedures for sanitization between waves of students.
3. Set up the space so that students maintain at least 6' space from others students to meet the minimum social distancing requirement. Preplace tables and/or chairs before student arrival.
  - a. *Exception:* Students from the same household may be closer than 6' from one another.
4. Used items (binders, pencils, books, markers, etc.) should be sanitized between uses and should be placed back into a "ready for use bin". This may require multiple sanitizations per day if multiple students will be using the items in subsequent sessions.
5. At the end of the building usage for a given day, activity, or session, sanitize all chairs, surfaces, touch points (i.e. door knobs or handles, water fountains, etc.) that have been exposed during RTNI usage in the building with designated cleaning supplies.
6. A point person from the setup and teardown teams MUST date and sign a checklist stating that the above items have been completed.
  - a. RTNI depends on our partners for shared space. We want to leave things in a clean, safe state for their next usage.

### **MANDATORY GUIDELINES FOR OUTDOOR SPACE ACTIVITIES SETUP AND TEARDOWN**

1. If you are a part of a setup or teardown team, wash your hands (or use hand sanitizer) and wear gloves and a mask before disinfecting areas.
2. Sanitize all chairs, tables, surfaces, touch points (that will be directly used by RTNI) and any item to be used by students (binders, pencils, books, markers, balls, games, etc.) that have the potential for student usage in the open space (within RTNI's control) with designated cleaning supplies.
  - a. Sanitized items should be placed in a "ready for use bin".
  - b. If there are multiple waves of students to use the same space, follow the above procedures for sanitization between waves of students.
3. Within RTNI controlled spaces, set up the space so that students maintain at least 6' space from others students to meet the minimum social distancing requirement. Preplace tables and/or chairs before student arrival. (It is not RTNI's responsibility to sanitize common areas outside of

RTNI's direct control or immediate usage, i.e. RTNI does not need to sanitize the whole playground in order to use a picnic table – sanitize the table).

- a. *Exception:* Students from the same household may be closer than 6' from one another.
4. Used items (binders, pencils, books, markers, etc.) should be sanitized between uses and should be placed back into a "ready for use bin". This may require multiple sanitizations per day if multiple students will be using the items in subsequent sessions.
5. At the end of the outdoor space usage for a given day, activity, or session, sanitize all chairs, surfaces, picnic tables, and touch points pertaining to RTNI or partner supplies that have been exposed during RTNI usage with the designated cleaning supplies.
6. A point person from the setup and teardown teams MUST date and sign a checklist stating that the above items have been completed.
  - a. RTNI depends on our partners for shared space. We want to leave things in a clean, safe state for their next usage.

### **MANDATORY GUIDELINES FOR DRIVERS**

1. Drivers are expected to follow the General Guidelines above.
2. Sanitize door handles inside and out with appropriate cleaning supplies before and after transporting students. If anyone sneezes or coughs while in your vehicle, wipe down affected area (i.e. dashboard) before transporting other students.
3. When picking up students ask them the questions in the Volunteer Health Safety Precautions above. If they respond YES to any of the questions. You may not pick them up. They will not be able to participate in RTNI face-to-face activities for 14 days.
  - a. You must escalate student YES responses to the appropriate RTNI staff member for your program or activity.

### **GUIDELINES FOR STUDENTS**

1. Students are not required to wear a mask but are encouraged to do so if they have one at their disposal.
2. Students must wash hands immediately upon entering an RTNI ministry house.
3. Students must use hand sanitizer upon entering building space or RTNI controlled outdoor environments upon entry to the building or space.
4. Students must maintain 6' social distancing if they are not from the same household.