

## VOLUNTEER SELF-ASSESSMENT PROTOCOLS FAQs

### A. WHEN TO CONDUCT A SELF-ASSESSMENT

- 1. Every Volunteer and employee should conduct a self-assessment before starting any Volunteer Opportunity hosted by the East Bay Regional Park District.**

The self-assessment helps keep everyone safe. Please look over the Volunteer COVID protocol and the Questionnaire documents. Staff will have a handheld thermometer if the volunteer needs to check your temperature. Then mark the three boxes and sign the sign-in sheet provided. Parents and Guardians can sign for youth volunteers.

- 2. Do I need to conduct the self-assessment/temperature check more than once for the same volunteer site during my shift?**

You should complete the self-assessment once at the beginning of your volunteer shift. If remaining at the same site for the full shift, then you do not need to complete the assessment again. See below on question for traveling between sites.

- 3. Do I need to conduct the self-assessment/temperature check again if I change worksites?**

Yes. If you travel to another work location, such as another park, take the self-assessment again before starting another volunteer activity. This is a good safety step, and it helps in record keeping for identifying who has accessed the site that day.

- 4. If I am only briefly attending a volunteer opportunity, do I need to do the self-assessment?**

Yes, no matter how brief your visit, you must complete the assessment. In cases where you are coming in for a simple pickup of an item, consider contacting a colleague already in the building to bring you your item. Items can be transferred by being set down in a neutral place and then picked up rather than hand-to-hand transfer to eliminate the need to get within 6 foot of distance.

- 5. I am visiting a worksite but will be working outside and do not plan to go inside a Park District facility. Do I need to complete the assessment?**

No, the assessment applies for entering facilities. If you plan to do all your work outside, you do not need to complete the assessment. However, all employees should be checking themselves for symptoms and only coming to work if they do not feel ill, regardless of whether work is inside or outside. All employees must also follow the preventative measures such as wearing masks and maintaining distance from others.

### B. ASSESSMENT PROCEDURE

- 5. The protocols refer to the 'supervisory staff on duty'. How do I know who this person is?**

This will be the EBRPD Staff Member overseeing the volunteer activity.

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**6. Why do I need to physically sign the sign-in sheet? How will my signature be used?**

There are two primary purposes for the signature. 1) to increase awareness and acknowledgement of volunteer protocols each event; 2) to document who has engaged in a volunteer event and on what day to aid in risk assessments should an employee or volunteer at the worksite test positive for COVID-19.

**7. What if my temperature is greater than 100.4 or I answer 'Yes' to the Questionnaire?**

If you suspect that you obtained a faulty reading (e.g., just returned from a hot or sunny location that may have affected the thermometer reading accuracy), then wait 15 minutes and test again. If temperature has returned to normal, proceed with signature and clean-up process. Notify EBRPD Staff.

If you are feeling ill, do not retest. Put on the supplied N95 mask. Put on gloves, or sanitize hands again, and call healthcare provider and tell the staff on duty. [Exposure Protocols](#).

**8. Do I need to wait the 15 minutes before retaking my temperature if it is greater than 100.4 on the first reading?**

The retesting is provided as an option when a faulty reading is suspected. Waiting 15 minutes allows for the thermometer or skin surface, that is hot because of some reason other than illness, to cool. If you feel ill once arriving at the volunteer activity and believe you have a temperature, do NOT wait the 15 minutes. Just go home, contact your doctor, and tell the staff on duty. [Exposure Protocols](#).

**9. If I take my temperature and it is greater than 100.4 degrees, but I believe the reading is faulty, where should I wait before retaking?**

If you need to cool off before retaking a temperature, find a shady place to sit that is separated from other people. If there is no shade available, sit in your vehicle with the air conditioner on.

**10. Is there an option for completing my self-assessment online?**

Not at this time. Consider using your own pen to complete the questionnaire and sign the paper sign-in sheet before entering the building.

**11. What if I need to use the restrooms?**

Please use the restrooms designated for the public.

**12. Who is responsible for setting up the assessment station?**

The EBRPD Staff member overseeing the volunteer opportunity will be responsible for providing the assessment station.