



STANDARD OPERATING PROCEDURE

COVID-19 VOLUNTEER ON-CAMPUS SAFETY PROCEDURES

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PURPOSE OF DOCUMENT:

This procedure details the COVID-19 safety protocols for The Brook Volunteers attending on-campus activities.

SCOPE:

The primary user of this document is Brook Volunteers who attend/volunteer on-campus activities.

TIME AND LOCATIONS:

All on-campus Brook events to include but not limited to: services, rehearsals, drive-thru events (outreach, communion), pre-event prep, etc.

RESOURCES

- COVID-19 Liability Release Waiver Form
- Masks, facial coverings, face shield
- Gloves (as needed)
- Hand sanitizer
- Sanitizing Wipes
- Tissues



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SPECIFIC PROCEDURES:

Task	Step by Step Procedure
Pre-Event Activities	<p>The following <u>must be true to attend</u> an on-campus event.</p> <ul style="list-style-type: none"> • I have not, nor any member(s) of my household, experienced symptoms of fever, extreme fatigue, difficulty in breathing, loss of smell or taste, dry cough, or exhibited any other symptoms relating to COVID-19 or any communicable disease within the last fourteen (14) days. • To my knowledge, I have not, nor any member(s) of my household, been exposed to a confirmed or suspected case of COVID-19. • I am not awaiting results from a COVID-19 test due to potential exposure. • I have not been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities or the health care team responsible for my treatment.
Sign and Submit a COVID-19 Liability Release Waiver form	<ul style="list-style-type: none"> • Read, sign and submit a COVID-19 Liability Release Waiver Form prior to attending any on-site activity. This form also covers any minor children.
Children On-Site Safety Protocols	<ul style="list-style-type: none"> • Parents must keep their children in the designated activity space. Children may not roam or play throughout the facility or grounds. • Children under the age of 11 must be supervised when going to the restroom.
On-Site Safety Protocols	<ul style="list-style-type: none"> • <u>DO NOT</u> bring unregistered guests to on-site activities to include services. Guests will be asked to remain outside the building or in vehicles. • Volunteers with an elevated temperature or symptoms of illness will be asked to forego the activity or event. • Volunteers must wear a mask on campus. Some volunteers may be asked to wear gloves (as deemed appropriate for job duty). If you don't have a mask, one will be provided for you.



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	<ul style="list-style-type: none">• <i>Even while masked, cover your cough or sneeze into a tissue, elbow.</i>• <i>Use hand sanitizing stations and/or wash hands often.</i>• <i>Use sanitizing wipes on non-porous, highly-touched surfaces.</i>• <i>Use alcohol wipes for electronic devices</i>• <i>Follow social distancing guidelines, maintaining a distance of six (6) feet whenever possible:</i><ul style="list-style-type: none">◦ <i>Stay in designated activity spaces set by your ministerial or event lead.</i>◦ <i>Do not rearrange chairs or equipment meant to enforce social distancing protocols.</i>• <i>Limit touching, hugging, handshaking, passing or handing off items unnecessarily etc.</i>
<p><i>Post Event Activities - Duty to Self-Monitor and Report</i></p>	<ul style="list-style-type: none">• <i>Volunteers should self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, fatigue, a dry, non-productive cough, loss of smell or taste, and shortness of breath) for fourteen (14) days after participating in or volunteering during on-campus activities at The Brook.</i>• <i>Volunteers should contact their Ministerial Lead or Event Lead immediately if they experience symptoms of COVID-19 or if they test positive for COVID-19 within fourteen (14) days after participating in or volunteering during on-campus activities at The Brook. Let your ministry lead know if you need assistance with testing or further pastoral care.</i>