



Dear Volunteer,

I'm reaching out to you this afternoon to share Volunteers of America, Utah's approach to the prevention of the Novel Coronavirus (COVID-19) within our facilities. We're in regular communication with the Utah State Department of Health and Salt Lake County Health Department to ensure that we're doing as much as possible to protect the health and safety of our clients, staff, and volunteers.

It's important for us to keep providing meals for the women, men, and youth we serve everyday as they may not otherwise have access to food and other basic needs.

At this time, we are still facilitating volunteer activities unless the following conditions apply to you:

- You're experiencing symptoms of COVID-19 including fever, cough, and shortness of breath.
- You have been in contact with a person experiencing these symptoms within the past two weeks.
- You've traveled to locations on the Level 2 and Level 3 Travel Notice list as designated by the CDC (currently China, Iran, Italy, Japan, and South Korea).
- You have a chronic health condition putting you at higher risk for COVID-19 including heart disease, diabetes, lung disease, cancer, and/or a compromised immune system.

\*If any of these conditions apply to you, please refrain from volunteering at this time.

For your reference and reassurance, please be aware that Volunteers of America, Utah is taking the following precautions to prevent the spread of COVID-19 – Keep in mind that these practices can also be used for your personal benefit:

- Model and encourage good hand hygiene (wash with soap and warm water for 20 seconds)
- Wash hands immediately after using the restroom
- Wash hands before serving, preparing, or eating food
- Wash hands before and after providing any hands-on assistance to clients (such as assisting with mobility, balance, health, or hygiene needs)
- Wear gloves when handling client belongings
- Clean/wash hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash your hands
- Perform routine environmental cleaning, such as wiping down frequently touched surfaces in the workplace, including personal workstations, countertops, keyboards, and doorknobs.
- Avoid touching eyes, nose, and mouth as the virus is spread through respiratory airways.
- Cover all coughs and sneezes. If possible, use a tissue then wash hands, or cough into the elbow to prevent germs from spreading.
- Refrain from shaking hands as a greeting.
- Stay home if experiencing symptoms including fever, cough, or shortness of breath.

We appreciate your support and understanding during this time. If you are unable to make your scheduled volunteer activity, please cancel your reservation where you signed up or contact me as soon as possible.



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