

Volunteer Protocol

Adopted 6

The following is K-State Extension, Wyandotte County, Volunteer Protocol with the highest consideration to maintain the health and safety of Extension volunteers and our patrons. The plan is directly tied to the Restart WyCo Plan and the designated protocols for the Stay-at-Home to the Green Zones. Volunteers will not be called upon to participate in any manner that makes them feel uncomfortable, is unsafe or that is in violation of stay at home orders. Volunteers can assist with various activities if these guidelines are practiced.

- Volunteers will be required to contact the appropriate agent prior to visiting the office.
- Volunteers should be in good health, showing no signs of fever or other symptoms at least 72 hours prior to the volunteer activity.
- Volunteers will wear mandated protective face coverings to reduce spread of germs, at all times in alignment with the Extension office protocol.
- All staff, volunteers and the public entering our facilities will be screened for a temperature and asked if they have certain symptoms.
- Volunteers will be required to sign in and wear a name badge when in the office.
- Volunteers will maintain the recommended physical distancing of at least 6 feet when working near others.
- Volunteers will practice good hygiene, hand washing and always covering mouth when sneezing or coughing. Recommendation is to blow into tissue or shirt sleeve.
- Volunteers will not share any items this includes personal tools and supplies (example pens, scissors, etc.). Communal tools and general office supplies and equipment (ie, phones, copy machine, laminator) must be cleaned and disinfected before and after each use. Volunteers will be provided the necessary products to sanitize supplies, equipment, and tools when in the office.
- Any check-out items (curriculum, displays, etc.) must be sanitized prior to returning to the office.
- Volunteers will avoid handshakes, hugs or any other signs of greeting that violate physical distancing.