James Bay United Church Thrift Shop
VOLUNTEER HEALTH AND SAFETY GUIDELINES DURING COVID-19*
PHASE 1 and 2

The James Bay United Church (JBUC) Thrift Shop Steering Team is committed to offering service to our community and the Church **only** when we can ensure the health and safety of our volunteers, customers, and donors during the COIV-19 pandemic. The Steering Team prioritizes compliance with Guidelines from WorkSafeBC relating to operation of retail sector businesses, Provincial Health Officer orders, Island Health, and the Information from Pacific Mountain Regional Council of the United Church for Thrift Shops.

Thank you for your willingness to volunteer at the JBUC Thrift Shop during these challenging times. The COVID -19 pandemic has necessitated changes to routines and practises to keep volunteers and customers healthy and safe.

Your safety and well-being are our priority. Please follow the general guidelines and the procedures related to the work in your specialty area. If you have any questions or concerns, please tell **Judy Langford** immediately.

1. **PRIOR TO VOLUNTEERING, take stock of your health:**
   - Stay home if you are feeling unwell, have a cough, sore throat, or flu-like symptoms.
   - Stay home until cleared by Public Health if you or anyone in your family has recently travelled out of Canada.
   - Stay home if you or anyone in your family has tested positive for the COVID-19 virus. Follow Public Health instructions, and do not return to your position until you are cleared.
   - Do not volunteer in any way that puts your health at any risk, if you or anyone in your family has an underlying illness that compromises your health. We are happy to place you in a behind-the-scenes position, if desired.

2. **In PREPARATION for volunteering:**
   - Avoid travelling to the Thrift by public transport, if possible.
   - Bring your own snack and beverage. Refrigeration space will be limited, and there is no provision for preparation/heating of food or beverages or use of kitchenware. No sharing of food or dishes.
   - Bring your own hand lotion if you wish to use it after using sanitizer.
   - Bring and care for your own mask/face covering. If you do not own one, let Judy know.
   - Wear comfortable clothing that you can wash at home when you finish your shift.

3. **DURING volunteering – Practice Public Health and Thrift Shop operation etiquette:**
   - Participate in any re-orientation and ask questions.

- Read and follow all signage, policy, and procedure documents.
- Use non-physical forms of greeting! Avoid physical contact. Keep a distance of at least 2 metres (6.6 ft) between yourself and anyone else.
- Enter the building wearing your mask/face covering and keep it on if physical distance cannot be maintained.
- Sign in on the clip board at the entrance with your name and contact information.
- Wash your hands with soap for 20 seconds or use sanitizer frequently. Occasions to wash your hands include arrival for work, before and after breaks, after handling cash or other materials, before handling common tools and equipment and when you leave.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cough or sneeze into a tissue or the bend of your arm. Dispose of the tissue immediately and wash or sanitize your hands.
- Use personal protective shields and stay behind plexiglass where required. These items will be provided as will surface sanitizer, hand sanitizer, wipes, and paper towels.
- Use soap, sanitizer, wipes, and paper towels stocked in the washroom. Close the lid on the toilet before flushing and sanitize any area you touch, including the toilet and door handles. Do not put wipes down the toilet. Thoroughly wash your hands before leaving.
- No family or friends, donors or shoppers, or other visitors are allowed in the building. They must wait outside.
- Sanitize any hard surfaces including door handles and light switches, tools, and equipment before leaving at the end of your shift.

PLEASE READ AND FOLLOW THESE GUIDELINES. LET US KNOW IF YOU HAVE ANY CONCERNS.

The Pacific Mountain Regional Council of the United Church of Canada requests that volunteers and staff sign that they have read and understood our COVID-19 Health and Safety Plan.

Signature: Date:

References and Notes:
*See Volunteer Canada checklist at
https://volunteer.ca/vdemo/ResearchAndResources_DOCS/The%20Volunteer%20checklist%20-%20Volunteering%20during%20COVID-19.pdf
Guidelines will be revised as changes are made to COVID-19 Guidelines by WORKSAFE BC and Public Health.