

Volunteers: What You Need to Know About Returning to Olbrich

Option for Volunteers' Return to Service

- The Centers for Disease Control (CDC) and PHMDC have established guidelines for those at risk during this outbreak. Volunteers are encouraged to review those guidelines and determine for themselves if they want to return to service immediately or take a break and return later in the year. This is consistent with Olbrich's current procedure for enrolling volunteers; each volunteer signs an agreement when they start, accepting responsibility for their own safety at Olbrich.

Personal Protective Equipment

- Volunteers must wear their own personal face covering while in the facility or outdoors where it is not possible to have 6' of physical distance from others. A face covering will be provided if requested in advance.
- Volunteers must bring their own work gloves for use in the outdoor gardens, conservatory, and green house. For other work, volunteers are welcome to wear gloves.
- Olbrich is installing protective shields in specific customer service locations where volunteers are often stationed.

Touch Points/Sanitation

- Olbrich will restrict access for volunteers and visitors in much of the building complex to minimize physical contact between people and hard surfaces.
- Everyone entering the building will be encouraged to use hand sanitizer or wash their hands. Volunteers should wash their hands for 20 seconds often throughout their shifts.
- Volunteers should cover their mouths with tissues when coughing or sneezing. If no tissue is available, cough or sneeze into elbows, not hands.

Physical Distancing

- Volunteers must follow physical distancing requirements while onsite.
- Olbrich staff plan to review volunteer schedules and make alterations to stagger arrival and departure times to minimize encounters between volunteers at entry/exit points.
- Recommendations for changes in volunteer jobs that involve close contact with visitors, such as greeters and docents, will be developed before volunteers return; these changes will be driven by the need to comply with PHMDC physical distancing requirements.

When a Volunteer Is Sick

- No one should come to Olbrich sick. Volunteers should review PHMDC recommendations on what to do when sick or exposed to COVID-19. (See next page.)

Volunteers need to acknowledge that they understand these public health requirements by emailing or directly speaking with their staff supervisor. Staff supervisors will be responsible for a log of these acknowledgements.

WORK RULES FOR ILL VOLUNTEERS

Olbrich staff must help prevent the spread of COVID-19 by teaching volunteers the importance of not working when sick.

Volunteers are not allowed to work at Olbrich Botanical Gardens with these conditions:

	What should the volunteer do?	When can the volunteer return to work?
If you have been diagnosed and are symptomatic	<ul style="list-style-type: none"> • If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing. • Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible). • Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often. • Monitor your symptoms and call your health care provider if symptoms worsen. 	<p>Stay home and avoid others until you have been:</p> <ul style="list-style-type: none"> • 72 hours without a fever (without fever-reducing medicine), • your symptoms improve, • AND it has been 10 days since the first day you had symptoms. <p>Staff should screen volunteers before allowing return to work.</p>
If you have a positive COVID-19 viral test and are asymptomatic	Monitor your health for fever, cough, and shortness of breath for 10 days.	<p>Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until:</p> <ul style="list-style-type: none"> • At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. <p>NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).</p>
If you may have been exposed to a person with COVID-19 but are not sick	<p>Monitor your health for fever, cough, and shortness of breath for 14 days after your last contact with the sick person.</p> <p>NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with your employer.</p>	<p>Stay home; do not go to work. Avoid public places for 14 days.</p> <p>NOTE: patients who develop COVID-19 symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).</p>

Volunteers with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed.