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**Volunteer COVID-19 Protocol Training**

The City of Huntington Beach Fire Department (HBFD) has implemented strict guidelines for city operations during the COVID-19 pandemic. Volunteers must attend COVID-19 Protocol Training and adhere to the following procedures outlined below. If volunteers are unable to follow these (and future COVID-19) guidelines, volunteer service may be suspended until a later date. This protocol was developed to protect volunteers, staff, and center guests.

**1. DO NOT COME TO THE LIBRARY IF:**

1. You do not feel well, have a fever, dry cough, respiratory issues, or any other symptoms of illness.
2. If someone in your household has COVID-19 or had a recent exposure (less than 14 days).
3. If you have compromised immunity or health risks making you more susceptible to COVID-19.
4. If you (or someone in your household) has traveled in the last 14 days (plane, train, boat, or bus).

**2. VOLUNTEERS MUST DO THE FOLLOWING:**

1. Wear a mask/face cover at all times while on the premises (inside & outside building, masks provided).
2. Have a temperature scan taken at time of building entry.
3. Use hand sanitizer when entering the building and wash hands frequently while in the building.
4. Follow all posted facility rules and occupancy requirements.
5. Adhere to all current and updated HBFD guidelines/protocol.
6. Alert staff if a patron or volunteer appears ill and/or is not following posted guidelines.

**3. PHYSICAL CONTACT GUIDELINES:**

1. **DO NOT TOUCH ANYONE!** (remain touchless while at the Library – no hugging, shaking hands, elbow or fist bumps, etc.).
2. Wash your hands often and/or use hand sanitizer frequently.
3. You must keep at least 6 ft. physical distance from people at all times (maintain social distancing).
4. Do not exchange items with others at the center (paperwork, cell phones, keys, etc.).

**4. FACILITY OCCUPANCY GUIDELINES:**

1. You must observe the new occupancy guidelines for each room/area of the Library.
2. Alert staff if a room exceeds occupancy or if you are concerned that people are congregating too closely.

If you have suggestions/feedback - see staff and/or the Volunteer Coordinator for additional support.

Please note as COVID-19 guidelines and protocol evolve/change (Federal, State, County and City), updates will be provided and/or posted. You may receive additional guidelines/protocol related to a specific program you volunteer for at the Library.

I have been provided a copy of the HBFD Coronavirus (COVID-19) prevention flyer (attached) and have attended the Volunteer COVID-19 Protocol Training at the Library.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_