

## Home Delivery Program: Volunteer Requirements

The Boulder Public Library puts the safety of our staff, volunteers and community as a top priority. Before starting in any volunteer role that is outside the home, volunteers must review the COVID Safety Volunteer Course in the Count Me In Boulder online system.

Home Delivery volunteers are also asked to review and sign off on these additional requirements:

- **Stay home if sick and inform the Volunteer Coordinator.** Report your absence for any reason to Kate Kelsch, Volunteer Services Coordinator, [kelschk@boulderlibrary.org](mailto:kelschk@boulderlibrary.org) or 303-441-3114 (to leave a message). She will find other volunteers to provide services to the patron in your absence.
- **Be prepared.** The library will not be open to the public so please use the bathroom before leaving home. Also, please ask any questions to Kate Kelsch or the Library staff via email or phone before leaving home. Library staff are available during library hours via phone at 303-441-3100 (push zero) or you can call or email Kate at 303-441-3114 or [kelschk@boulderlibrary.org](mailto:kelschk@boulderlibrary.org)
- **Volunteers must wear a face covering through the entire pick-up and delivery process.** We require that you wear your face covering the entire time you are volunteering - from pick up of the library materials all the way through until you bring back any materials to return at the library, including in the car.
- **Practice strong hygienic measures – gloves and hand sanitizer.** To the extent possible, wear gloves when in contact with library materials. If no gloves are available, wash your hands before leaving the house, use hand sanitizer before picking up library materials and then again before delivering them at the patron's residence.
- **No in-person contact.** Do not have in-person contact with your patron until the COVID19 public health crisis has passed. *Please do call/email your patron on the phone regularly to check-in.*
- **Maintain 6 ft or more of physical distance from others.** Stay at least six feet away from others at the library and at the patron's home/residence. Be sure to signal your presence with your voice or a doorbell when approaching a home/building front desk.
- **Do not use reusable bags.** Library materials will be placed on a pick-up table at the Boulder Library in a brown paper bag with your patron's pick-up slip stapled to the front of the bag. Please do not reuse bags until the COVID19 public health crisis has passed.
- **Do not touch the library materials.** Please only touch bag and not the library materials inside the bag. As a safety precaution, all library materials will be quarantined for 3 days upon arrival at the library and no one will have touched them except library staff who using all safety measures.

- **Track and report your volunteer time in Count Me In Boulder as a site visit.** In the past, we were able to create automated ways to record hours (shifts). *We are not able to track your hours using shifts any longer* and ask that you record your volunteer hours at least once per month. We are happy to teach you how to enter your hours.

If you have any questions or want to discuss the situation with your particular patron(s), please contact Kate Kelsch at [kelschk@boulderlibrary.org](mailto:kelschk@boulderlibrary.org) or leave a message at 303-441-3114.

By signing below, you verify that you have read and agree to follow these requirements.