

SAFETY WHILE VOLUNTEERING: COVID-19 POLICIES & PROCEDURES

Fall 2021

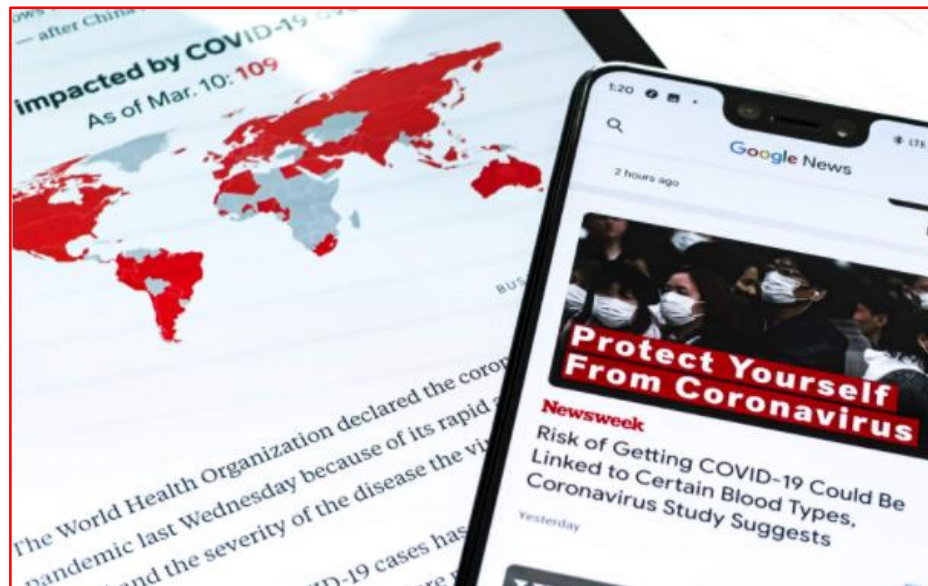
The COVID-19 procedures and policies must be followed at all times while volunteering.

Please note that procedures are subject to change as recommendations from local and state health offices change.

Review any communications from Library staff so that you are aware of any changes to current procedures.

COVID-19 POLICIES

- Like City of San José employees, City of San José volunteers need to follow City policies while volunteering.
 - [Sections 1.3.8 - 9 & 1.3.11-12 of the City Policy Manual](#)
 - 1.3.8 - [COVID-19 Guidance](#)
 - 1.3.9 - [COVID-19 Guidance - Resuming Onsite Work](#)
 - 1.3.11 - [COVID-19 Prevention Program](#)
 - 1.3.12 - [COVID-19 Mandatory Vaccination and Testing](#)



HEALTH SCREENING & SYMPTOM REPORTING

- Each time you arrive at your volunteering location, you will be required to check-in prior to entering a City facility using the link below:
 - <http://csjmap.org/selfchk>
(Bookmark this URL)
- This check-in is required for contact tracing in case there is a positive case reported.
- As a volunteer, you will be required to input:
 1. The name of the facility you are entering
 2. Your First and Last Name
 3. Choose “Library” as your department
- You can use your phone camera to scan the QR code that is posted at the Library (see below) or enter the link.
- If you do not have a device, you may use a Library iPad to complete the screening.

Scan this QR code to
sign in using your
mobile device



HEALTH SCREENING & SYMPTOM REPORTING

- Do not come in if you are not feeling well or are showing any of the following symptoms:

1. Fever or Chills
2. Coughs
3. Shortness of Breath or Difficulty Breathing
4. Congestion, Runny Nose or Sore Throat
5. Fatigue
6. Muscle or Body Aches
7. Headache
8. New loss of Taste or Smell
9. Nausea, Diarrhea, Vomiting



FACE COVERINGS

- All Volunteers must wear cloth or disposable face coverings (masks) at all times while on-site, except while eating or drinking.
- Cloth face coverings must be worn properly, covering the nose and mouth, and must be washed or disposed of after each use.
- Volunteers will need to provide their own face coverings.



CDC Guidance on Cloth Face Coverings can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

HANDWASHING AND HAND SANITIZER

- Handwashing is one of the best ways to prevent the spread of germs. Sinks and hand soap will be available for volunteers to use on-site.
- Hand sanitizer can be used when soap and water are not readily available.
 - Please review the CDC guidance on handwashing here: [Handwashing - Clean Hands Save Lives | CDC](#)



COVID-19 VACCINE VERIFICATION

- Anyone volunteering with the Library will need to verify their vaccination status. Vaccine verification will be conducted 1-on-1 on Zoom.
 - Verification can also be done via email if unable to access Zoom. Email a photo of the front and back of your vaccination record to COVIDsafety@sjlibrary.org
- To requests a medical and/or religious exemption to the COVID-19 vaccination email COVIDsafety@sjlibrary.org
 - If you are applying for an exemption and volunteering on-site, you will be required to complete a COVID-19 test weekly and provide proof of weekly negative COVID-19 test.
- Information on how to get a vaccine in San Jose can be found here:
[COVID-19 Vaccines | City of San Jose \(sanjoseca.gov\)](https://www.sanjoseca.gov/COVID-19-Vaccines)



SCHEDULING

- Friends are encouraged to develop and share a schedule to coordinate the donation sorting process.
- Please work with the branch manager to coordinate scheduling of book sales.



THANK YOU
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QUESTIONS?

