

SFBBO COVID-19 Prevention Policy for Volunteers

Introduction

SFBBO owes a lot of its success to its amazing volunteers. While the COVID-19 pandemic continues to pose a major threat to public health, SFBBO's highest priority is to keep employees and volunteers safe and healthy, and it's clear that targeted isolation, masking, and quarantine measures still play an important role in reducing the transmission of the virus.

This document will provide a set of Covid policies based on the latest available information, including requirements and guidance from Santa Clara County and Cal/OSHA. It is intended to include general guidance, rather than a comprehensive discussion of all potential mitigation measures.

Because the safety of our community is our highest priority, we are intentionally taking a cautious approach to risk. We will stay current on the latest information in the ever-changing Covid landscape, and will reevaluate these policies frequently and as external guidance changes. Also, as we implement these policies, we may learn more about approaches that are more or less effective for SFBBO; we plan to incorporate these learnings as we go.

For more information, please see our FAQ document.

Working onsite – staff and volunteers

1. Vaccination status:
 - a. To help enable the health and safety of our community, and to support our close working relationships, staff and volunteers are required to be vaccinated against Covid-19, including one booster vaccination.
 - b. Staff and volunteers are considered vaccinated only after they've provided a completed vaccination form stating that they are vaccinated. For those who have previously provided their vaccination status, we will be requesting an update, to include booster status. We have previously used an 'honor system', and have not requested proof of vaccination; we will continue to use that approach.
2. Working Outdoors:
 - a. Working outdoors is a critical part of SFBBO's mission, and poses significantly fewer Covid-related risks than working indoors. Accordingly, we have fewer requirements for working outdoors.
 - b. Masks: In general, masks are not required while working outdoors, but you should avoid having a "close contact" with others. If a close contact is unavoidable, then masks should be worn. Anyone who prefers to wear a mask should feel free to do so.
 - c. Close contact: A "close contact" means being within 6 feet of someone for a cumulative total of 15 minutes or more within a 24-hour period.
3. Carpooling: Carpooling to SFBBO sites or events is allowed with other vaccinated individuals who want to carpool, but masks must be worn. Anyone who prefers to drive solo should feel free to do so.
4. Working Indoors:

- a. **Masks:** Masks are required indoors, unless you're alone in a room with a closed door. Masks should be well-fitted N95 or KN95 type, and should always be worn over both the nose and mouth. SFBBO will have masks available for use in central work locations.
 - b. If you develop any signs or symptoms of Covid or other illness while working on site, you must leave immediately and notify your SFBBO contact.
5. **When to Stay Home – Volunteers:** Please immediately inform your SFBBO contact, and do not come into work, if you have:
- Tested positive for Covid
 - Experienced any signs or symptoms of Covid
 - Had a “close contact” with someone who had Covid, or with someone who may have Covid (e.g. if they are awaiting PCR test results.)
- You may return to work after consulting with your SFBBO contact, and at least 10 days after testing positive or possible exposure.
6. **Testing:**
- a. Testing can be done via either PCR or at-home tests, but PCR tests are strongly preferred, are widely available free of charge: <https://covid19.sccgov.org/covid-19-testing>
If using at-home tests, multiple tests are recommended.
 - b. Testing should be done on day 5 or later following possible exposure or when you first had symptoms.
7. **Reporting:** California employers must meet certain protocols and reporting requirements if any personnel with Covid was present at a worksite (including any outdoor location). Accordingly, please inform your SFBBO contact immediately if you believe you may have Covid.

Events involving the public

8. **Overall:** As part of our outreach mission, SFBBO participates in a broad variety of events. While it is not possible to anticipate every detail of a given event, we will continue to evaluate opportunities for event participation as they arise, and will use the following principles for guidance. We will review this policy regularly, and will review it prior to the beginning of the 2022-23 school year.
9. **Indoor events:** Because our highest priority is to keep employees and volunteers safe and healthy, we require the following for all indoor events:
- Proof of vaccination for all attendees must be received
 - At the event, or one day prior to it, attendees must state that they have no current symptoms
 - Well-fitting masks must be worn over the nose and mouth
- Given these requirements, we expect to continue our current approach of declining events held inside libraries or schools, at least through the summer of 2022.
10. **Outdoor events:** Events taking place outdoors are strongly preferred, since they pose significantly less risk than those held indoors. For these events we require the following:
- At the event, or one day prior to it, attendees must state that they have no current symptoms
 - Well-fitting masks must be worn over the nose and mouth
 - Social distancing throughout the event should be recommended

11. Volunteers who have concerns about attending any shift or event should feel free to express those concerns to their manager, and will not be pressured to attend.