



## **Volunteer Procedures During COVID-19**

Volunteers allowed on campus will be kept to a minimum: those essential to the educational development and operations of the school.

### **Safety Procedures:**

1. Volunteers will self-assess for any symptoms of COVID-19 before they come to the school campus. Temperature of 100.4 or higher (fever), chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea, they should not report to campus.
2. Volunteers will have their temperature checked upon arrival to the campus. Temperature of 100.4 or higher will not be permitted.
3. Volunteers will be required to answer all COVID-19 questions through RAPTOR. If flagged, they will not be permitted on campus.
4. If a volunteer has had direct contact with someone known to have COVID-19 in the last 14 days, they will not be permitted on any LWCS campus until their quarantine period has been completed and no symptoms developed.
5. Volunteers are required to wear a mask per LWCS Mask Policy and practice social distancing when walking in hallways, working in classrooms, engaging with small groups, and/or meeting with another staff member or volunteer.
6. Volunteers will avoid lingering in the workroom and hallways to avoid crowded condition.
7. Volunteers will wash or sanitize their hands frequently.
8. The school will ensure that the area a volunteer is working in has been cleaned prior to their arrival and after they leave the campus.
9. The school will utilize a sign-up sheet for all volunteers. Pre-arrangement to be on campus must be approved. A maximum of 10 volunteers will be allowed on campus per day, regardless of time frame planned to be on campus. Once the 10 available spots are filled, no more volunteers will be allowed for that day.

### **Other important information:**

1. High risk volunteers: We kindly ask that if you or anyone you are in direct contact with frequently, are identified in the CDC's high-risk category that you refrain from volunteering at this time. High-risk are those with the following conditions: asthma, diabetes, heart disease, pregnancy, obesity, weakened immune system, pulmonary disease, chronic kidney disease, liver disease, thalassemia and cystic fibrosis. Our goal is to help keep our community safe and healthy.
2. Volunteers who have recently traveled internationally, or on a cruise ship should not volunteer at any campus within 14 days of arrival back to the United States.
3. Lake Wales Charter Schools, Inc. reserves the right to restrict any volunteers to a campus, pending current COVID-19 cases and/or the health and safety of the school and community.