

## **K-State Research and Extension Johnson County**

### **COVID-19 Volunteer Guidelines**

Extension programming is diverse in the community as our educational mission has many different facets. Not all programming requires direct face to face communication. Projects such as demonstration gardens, habitat management and projects with partners require various methods of implementation. However, projects do require ongoing maintenance including planting, care and harvest to sustain the program for the time face to face programming resumes.

While Extension will postpone true face to face events, there are avenues to keep Extension projects managed and achieve the goal of community benefit. No volunteer will be called upon to participate in any manner that makes them feel uncomfortable, is unsafe or that is in violation of stay at home orders. Volunteers can assist with various activities if these guidelines are practiced.

- Volunteers should be in good health, showing no signs of fever or other symptoms at least 14 day prior to the volunteer activity.
- Volunteers will maintain the recommended physical distancing of at least 10 feet when working near others.
- Volunteers will practice good hygiene, hand washing and always covering mouth when sneezing or coughing. Recommendation is to blow into tissue or shirt sleeve.
- Volunteers will not share any items this includes personal tools. Communal tools must be cleaned and disinfected before and after each use.
  - CDC Guidelines for Cleaning Hard (Non-porous) Surfaces
  - Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. hands immediately after gloves are removed.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - For disinfection, most common EPA-registered household disinfectants should be effective.
  - [A list of products that are EPA-approved for use against the virus that causes COVID-19 is available by clicking this hyperlink.](#) Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).
  - Prepare a bleach disinfecting solution by mixing: 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- When possible, volunteers will wear protective face coverings to reduce spread of germs.
- Volunteers will avoid handshakes, hugs or any other signs of greeting that violate physical distancing.

Project Guidelines:

- Extension staff will set limits on the number of volunteers that can be on site at one time for each project.
- Number of volunteers will be based on the size of area of the project and layout to reinforce the physical distancing.
- A single volunteer will not be allowed to work on a project without approval from Extension staff for safety reasons.
- Whenever possible only volunteers from the same household should be assigned to work in pairs or small groups.
- Otherwise volunteers may be assigned to work with members from only one household outside their own. These fixed cohorts reduce the risk for community spread.
- Volunteers must sign up through approved Extension channels to ensure safety protocols are followed. Drop in volunteers will not be allowed. This will also track volunteer movements in case the need arises.
- Volunteers will only be allowed to participate based on the operation requirements of the partnering organization. Example if the partner location is closed to the public or volunteers we will abide by their policies.
- Volunteer workdays may vary from traditional meeting times to accommodate schedules and the amount of task to be accomplished
- Extension projects that yield produce for food pantry donations will coordinate delivery to limit volunteer's exposure and ensure food goes to area of most need.

**For tracking purposes committee chairs or workday leadership teams will record the date and names of volunteer participation in the projects.**

**Note: Kansas State Research and Extension has suspended face to face programming through July 4.**

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## Requirements For Volunteering In JoCo WIC Garden Maintenance

No volunteer is asked to participate in any manner making them feel uncomfortable or is unsafe. Volunteers can assist with projects following these guidelines:

1. Volunteers should be in good health, showing no signs of fever or other symptoms at least 14 days prior to volunteering in the garden. Go home immediately if you start to feel sick, have a fever, or are coughing or sneezing.
2. Volunteers must [register online for weekly workdays](#) ahead of time as no more than 5 people will be permitted in the garden at one time. Visits to the garden outside of designated times will be limited.
3. Volunteers are required to **bring their own face covering** and use it to cover their mouth and nose when working in close proximity (<10 ft) with other volunteers, covering is optional when working in your own area and maintaining a 10 foot distance.
4. Volunteers must **practice good hygiene**, always covering mouth when sneezing or coughing—washing hands immediately afterwards. Do not touch face.
5. Volunteers will be given access to **soap, water and paper towels for handwashing**. Wash hands often, with soap and water for 20 seconds. Before and after wearing gloves and harvesting, handling and/or processing food. Avoid touching public areas of the garden such as benches, tables and other garden amenities.
6. Volunteers are encouraged to **bring their own hand sanitizers, drinking water, clean personal equipment** like gloves and tools.
7. Volunteers should keep a **minimum of 10 feet** between others. Volunteers will be assigned to different areas of the garden to maximize personal distance. Volunteers should refrain from entering county buildings.
8. Volunteers should report directly to their assigned area. Group meetings will be limited to providing work details only. **No social gathering**. Avoid wandering through the garden or assisting others on projects.
9. Gardening gloves can be worn while working but they will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs is to **regularly wash your hands** with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol. Gloves are to be maintained in an intact and sanitary condition and replaced when they are no longer able to be maintained in this condition.
10. Clean gloves, tools and miscellaneous supplies can be made available as necessary by a designated volunteer leader (please indicate in online signup). **Do not share provided equipment or tools during the workday**
11. Only one designated volunteer leader will access storage shed.
12. Wash and sanitize any tools or equipment, including hand tools, hose nozzles, gate latches, wheelbarrow handles, etc., before and after each use (using soapy water followed by sanitizing wipes, bleach, or minimum 70% alcohol) Whenever possible **do not share tools**. Use contact-free means to pass objects (seeds, tools, gloves, etc) from person to person, such as leaving objects on a table. Dirty gloves or towels should left in a designated bin for washing.
13. If public visitors come to the garden while working keep your 10 foot distance. Be friendly and answer questions but attempt to limit length of conversation.
14. Upon returning home/office, shower or wash hands, clothing and personal equipment to the best of your abilities.