

The Volunteer Checklist – Volunteering During COVID-19



Thank you for your willingness to volunteer during these complex and challenging times.

The COVID-19 pandemic has necessitated changes to routines and practices to keep volunteers, clients and staff safe and healthy during volunteering. The following are general guidelines before, during and after volunteering. Practices and protocols to protect volunteers may vary based on the organization's mission, clients, and geography. Check with the volunteer manager at the organization where you are volunteering and follow their specific guidelines.

Make sure you are fit to volunteer:

- If you are feeling unwell, please refrain from volunteering and stay home until fully recovered.
- Have you recently returned from abroad? Follow [instructions](#) from public health as well as your local and provincial health authorities.
- Are you a senior citizen and/or suffer from underlying illnesses? Avoid volunteering that involves personal interaction.
- Join on-line volunteering programs from home if possible.

In preparation for volunteering:

- Avoid traveling by public transportation to volunteering, if possible.
- Come equipped with a personal bottle of hand sanitizer.
- Bring a personal supply of food and drink, if needed, to avoid sharing dishes / food with others.
- Make sure you have fully completed any training for your current volunteer position required by the organization.

During volunteering:

- The organization may do some health screening when you arrive.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food.
- Use alcohol-based hand sanitizer if soap and water are not available.
- Be sure to keep a distance of at least 2 meters (6.6 feet) between yourself and others.
- Cough or sneeze into a tissue or the bend of your arm, not your hand. Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow recommendations from your public health authority regarding restrictions on gatherings. Avoid shaking hands or any other physical contact.
- Try to avoid using public bathrooms during volunteering.
- If you come across a client who is not feeling well, inform your supervisor.

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- Avoid direct physical contact with client(s) as much as possible. You should leave packages / food or any other provisions at doorsteps.
- If at any point while volunteering, you feel uncomfortable, contact the program coordinator and make arrangements to leave.

After volunteering:

- Inform the volunteer coordinator when departing your volunteer session: let them know how everything went, and if anything worth noting transpired.
- If you feel distressed or need to talk, please contact your volunteer coordinator.
- Take care to rest and refresh. Take on only the tasks that you believe you can handle.
- If you are not feeling well after a few days of volunteering please follow your local [public health protocols](#). Update the organization.

Protecting YOUR health protects EVERYONE'S health.

Document adapted with permission, from the Israeli Volunteering Network Volunteer Checklist.

Information is changing rapidly as more data is gathered about COVID-19. To encourage accurate information sharing, please refer to trusted sources including the [Public Health Agency of Canada](#) and the [World Health Organization](#) to find updated facts and guidance.