

FIVE SAVE LIFE



Volunteers Safety

Guidelines

2020

WWW.FIVESAVELIFE.ORG

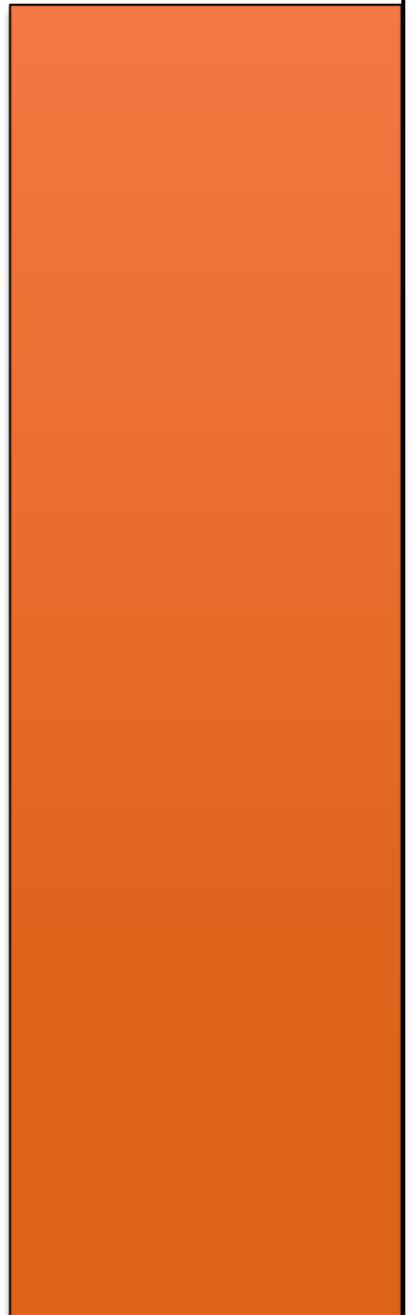
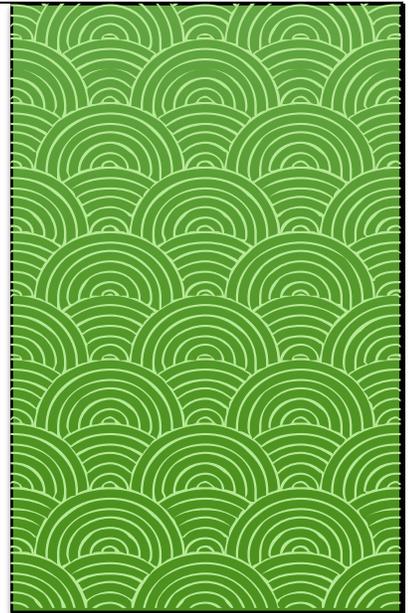




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INTRODUCTION

A volunteer is an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours.

Volunteering had a positive impact on the community in issues like mortality risk, mental health, and life satisfaction were closely linked to volunteering activity. However, contextual factors were important in the outcomes of volunteers. The role played by the volunteer is affected by many factors such as age, time commitment, support, and training.

To raise the awareness of our volunteers and contractors, we unveil this training booklet, and workshops in our nonprofit organization.

The goal of training is to produce volunteers who are happy with what they are doing, and confident that they know how to perform their duties in a sufficient way.

What are the volunteer responsibilities ?

How to do it?

What NOT to do?

What are you going to do in an emergency?

Training Expectations





Five Save Life
Empowering Single Parents
Info@fivesavelife.org
www.fivesavelife.org



MISSION STATEMENT

Five Save Life is a non-profit community-based organization that is committed to improving the lives of all of single parents and their dependents who enrolled in our organization, our ultimate goal is to provide the required services across Canada as the organization grows.



VISION STATEMENT

All single parents and their dependents will have access to educational, professional and settlement resources through a continuous support program.





SERVICES

- Home delivery.
- Data entry (Intake form supporter)
- Storage assistant.
- Event coordinator.
- Media admin.
- Fundraiser.
- Donation ambassador.





VOLUNTEER HEALTH SAFETY PRECAUTION

As we serve our city during this time, the safety of our volunteers and the people we serve is of utmost importance. Therefore, we ask the below questions of you:

- Have you traveled outside of Canada in the last 14 days, including a cruise to any destination?
- Have you experienced any respiratory symptoms such as congestion, cough, sore throat or fever in the last 72 hours?
- Have you had any contact with someone who has recently been tested for novel coronavirus or is under investigation for novel coronavirus (COVID-19)?



If you answered YES to any of these questions, we ask that you refrain from volunteering for at least 14 days. If you develop symptoms within that time-frame, please consult your healthcare provider.

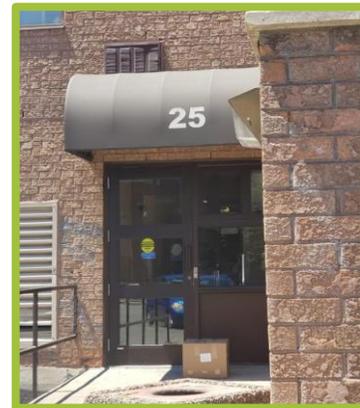


If you answered NO to the above questions, please be aware of the following precautions in place as you perform duties with **Five Save Life**. We are going to focus on *Home Delivering, Storing and Packaging* precautions in the following pages.



HOME DELIVERING

- Advise your supervisor or area manager if you have fever or coughing.
- Always wear your mask and gloves.
- Always keep the physical distance (Min-6 feet as WHO recommends).
- Bend your knees when you are lifting heavy items.
- Confirm clients' information with your supervisor.
- Respect clients' confidentiality.
- Organize the clients' addresses in your GPS to estimate total traveling time (ETA).
- Contact each client separately to advise about estimated delivery time.
- Drop the item in front of the client home or building.
- Before you go back to your car, take a picture showing the item and the address of the client.
- With seniors and disabled clients, you should deliver the item to their apartment door with keeping the previous precautions.





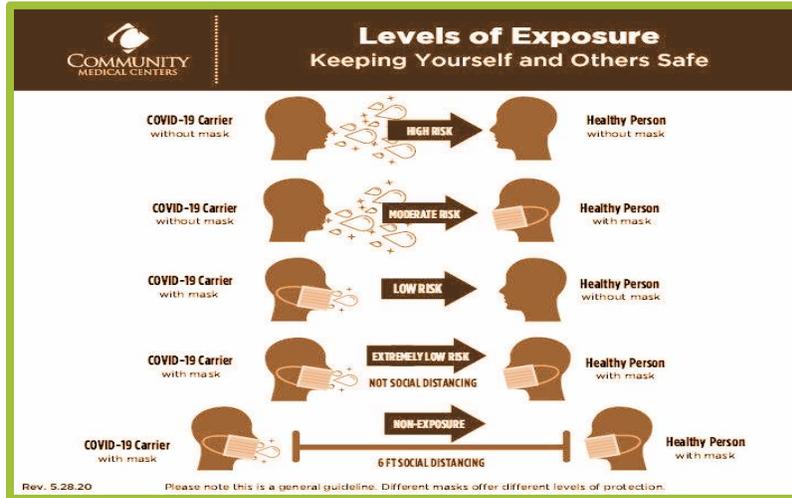
HOME DELIVERING

- Share all the pictures with your supervisor.
- Delivery time will be limited between 9 am till before sunset.
- Go back to your car and call the client to pick up the item.
- Wait until the client pick up the item.





WHY WEARING MASK IS IMPORTANT?



How masks reduce the chance of getting the virus (COVID-19)

Wear a face covering when physical distancing is a challenge.

Do:	Do not:
Wear a non-medical face covering like a cloth mask.	Do not wear a medical-grade mask as these should be reserved for our health care workers.
Wash your hands before putting it on and immediately after taking it off.	Do not share face coverings with others.
Make sure it fits well and covers your nose and mouth.	Do not touch or move your face covering when wearing it.
Change your face covering when it gets slightly wet or dirty.	Do not place on children under the age of two years or on anyone who can't take it off on their own.
Wash your face covering in hot water with detergent after each use.	Do not use plastic or other materials that you can't breathe through as a face covering.
Dispose of single-use face coverings into a lined garbage bin and wash your hands.	Do not re-use face coverings that cannot be cleaned.

It is recommended you wear a face covering when physical distancing is a challenge. Stop the spread of COVID-19.
The best way to protect yourself is to continue to stay home as much as possible, wash your hands thoroughly and often, and stay 2 metres apart from others.

Visit ontario.ca/coronavirus Ontario

Wearing a mask (Do & Do not)



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STORING & PACKAGING





STORING & PACKAGING

- Advise your supervisor or area manager if you have fever or coughing.
- Always wear your mask and gloves.
- Always keep the physical distance (Min-6 feet as WHO recommends).
- Bend your knees when you are lifting heavy items.





STORING & PACKAGING (Continue)

- Put heavy items on the bottom shelves.
- Keep the items 2 feet from the bottom of the storage ceiling.
- Keep clear path for the emergency exit.
- Always keep yourself hydrated.
- Take a break every 2 hours for 15 mints to stretch.





STORING & PACKAGING (Continue)

- Ensure your own safety by asking about the risks of the activities you are conducting and DO NOT take part in such activities if you are unable or uncomfortable with them at all
- Thoroughly clean and wash your hands before, during and after any sort of volunteering (20 seconds every time you wash your hands)
- Cover your cough, and sneezes with your elbow or tissue.
- If water, soap or any other source of cleaning items are unavailable, please use a hand sanitizer with 60% alcohol. Ensure all sides of your hands are thoroughly wiped and completely dry once done.
- Please avoid touching your face, unclean surfaces or anyone else's hands with unwashed hands.





STORING & PACKAGING (Continue)

- Clean any surfaces or spaces used, before and after any activity . Ensure all sides are wiped properly whether it be a door knob, table desk, chair etc..
- Use proper Personal Protective Equipment (PPE) if needed/provided for the task.
- Wear proper outerwear while volunteering (masks, gloves, scarves etc..). This is mandatory due to the shortage of such equipment like masks.
- Understand and expect that certain volunteer opportunities and shifts could be adjusted or cancelled completely due to safety reasons.
- Not accepting volunteers are over the age of 65 as they are at a higher risk for attracting the virus, or under 18 years as some work requires heavy lifting.





INCIDENT REPORT

The purpose of the **incident report** is to document the exact details of the occurrence while they are fresh in the minds of those who witnessed the event. This information may be useful in the future when dealing with liability issues stemming from the **incident**.

Please record any incident you are facing whether it's small, big, positive or negative.

Date of report: _____	Reported by: _____
Title/ Role: _____	Incident no: _____
Incident Description: _____	

Impact of the Description: _____	

IMPORTANT NOTES AND INSTRUCTIONS: _____	



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TRAINING COMPLETION ACKNOWLEDGEMENT LETTER



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Training Completion Acknowledgement Letter

By submitting this form you are confirming that you have been trained for Five Save Life volunteering safety guideline

* Required

Full Name *
Your answer _____

Phone Number *
Your answer _____

Email Address *
Your answer _____

Date of Training *
MM DD YYYY
/ /

Time *
Time
: AM

Signature *
 By checking this box I confirm that its a substitute for my signature

Submit

Please visit our web site to watch the video with our volunteers

www.fivesavelife.org



REFERENCES

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Acknowledgment

Five Save Life would like to thank Red Cross and the Government of Canada for supporting our single parents and help us to provide them with 500 boxes of essential food and hygiene boxes.



Canadian
Red Cross

Canada 