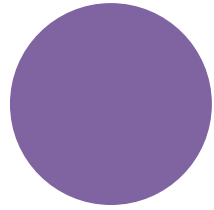
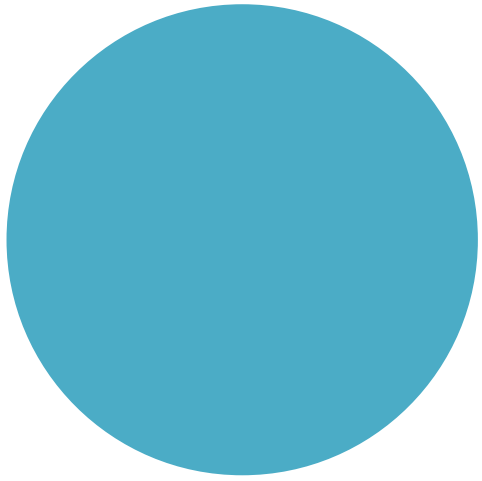




# Volunteer Services COVID -19 2021



# *The Aultman Mission*

Leading our community  
to improved health.

*Welcome  
Back  
Aultman  
Volunteers*



# ***Guidelines for Safe Return***

01

Volunteers must be COVID symptom free and pass the health and symptom screening at the hospital entrances each time they volunteer

02

Complete mandatory yearly education upon return including COVID education and signing waiver/volunteer acknowledgement

03

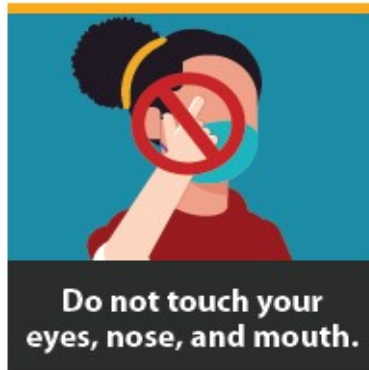
Volunteers will be placed in areas determined to be at low risk for exposure to COVID . This may mean a change in position duties or temporary placement in a new volunteer role

# ***Important Information***

- COVID-19 facts
- Symptoms /when to call off
- Masking requirements and etiquette
- Arriving for volunteer shift
- Signing in and out
- Disinfecting your workspace

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



# ***Symptoms of COVID -19***

Are you experiencing any new onset of the following symptoms?

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Fever or chills
- Nausea or vomiting
- Diarrhea

# ***Emergency Warning Signs***

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



# ***What if I am Not Feeling Well?***

- If you are experiencing any of the listed symptoms of COVID-19, or any flu-like symptoms, it is ***Important*** that you call off for your shift.
- Call off by calling volunteer services at:  
330-363- 6368                      Aultman Hospital- Canton  
330-596-7821/7822      Aultman Alliance  
330-465-7149                      Aultman Orrville



## ***Wearing a Mask***

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- Aultman policy mandates that **ALL** staff and volunteers are required to wear a mask while on hospital property
- Masks are to be placed on before exiting your vehicle and worn during your shift (exception of eating) until returning to your vehicle
- If you do not have a mask, one will be provided
- Your mask is part of your uniform so please include in your routine preparations to volunteer
- You may wear a cloth mask and please launder after your shift

# How to Safely Wear and Take off a Cloth Face Covering

## How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



### USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands



### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# ***Arriving for Volunteer Shift***

- Please make sure you are wearing your mask upon entry to the building
- **Aultman Hospital /Canton**
  - Enter the hospital through the 7<sup>th</sup> Street entrance or Bedford entrance for screening . You will be asked a couple of health questions and have your temperature scanned.
- **Aultman Alliance**
  - When reporting to volunteer, please enter only through the Main Lobby. You will need to be screened at the screening station before coming to the Volunteer office to clock in.
- **Aultman Orrville**
  - Enter the hospital through the Main Street entrance for screening. You will go to the screening kiosk and have your temperature taken.

# ***Entering /Exiting Volunteer Services***



- **Aultman Hospital and Aultman Orrville**
  - We have established a one-way traffic flow in the volunteer lounge. Please enter the door that is marked “ Enter here.”
  - If others are already in the volunteer lounge practice social distancing and wait in the hallway if necessary . Limit of 2 volunteers to volunteer lobby at a time.
- **Aultman Alliance**
  - Due to social distancing, there is max capacity of 2 volunteers allowed in the volunteer office at any given time. If others are already in the volunteer office, please wait in the hallway.

# ***Signing in and Out***

**Step 1 :** Apply hand sanitizer BEFORE touching Logistics screen

- **Step 2:** Sign in on Volgistics
- **Step 3:** Please use a sanitizer wipe and clean computer screen and mouse after you sign in

Maintain 6 feet distance from others and keep your mask on



# ***Reporting to Your Position***

- Upon arrival to your workstation , put on one glove and use disinfectant wipe to sanitize your surroundings , including phone, computer and desk



# ***Hand Hygiene***

- The single most important thing you can do to prevent the spread of COVID -19 is to wash your hands.

