



Bag 'N Hand Food Pantry Volunteer Information Sheet

St. John's United Methodist Church, 1200 Old Pecos Trail, Santa Fe, NM 87505

Thank you for your interest in joining our team of volunteers. Please complete this form and email it to bagnhand.pantry@hotmail.com, drop it off at the church office, or mail it to Bag n' Hand Food Pantry, St. John's United Methodist Church, 1200 Old Pecos Trail, Santa Fe, NM 87505.

Your Information: (If you're not doing this online, please PRINT carefully.)

First Name:

Last Name:

Street Address:

City:

State:

Zip: _____

PHONES - Preferred:

Alternate:

Work:

E-Mail Address:

May we contact you at work? Yes No

Emergency Information:

Please provide the name of the person you would have us contact in the event of an emergency.

Contact person: First Name:

Last Name:

Contact phone: Primary:

Alternate:

When are you available to volunteer?

Monday pm

Tuesday am

Are you Bilingual Spanish - English? Yes No

If yes, what is your conversational level? some Spanish pretty good very good

Which volunteer activities interest you? Please check all activities that interest you.

- ☐ Prepare food for distribution Monday afternoon or Tuesday mornings
- ☐ Food Distribution: Package food for distribution to clients, distribute food, load food into vehicles.
- ☐ Client Registration: Sign-in existing clients and fill out registration forms for new clients. Requires attention to detail.

Can you lift bulky food packages that weigh up to 50 lbs.? Yes ☐ No

Do you have any physical limitations? If Yes, please check all that apply:

Standing for long periods? Lifting heavy weight? Arthritis or carpal tunnel syndrome

Other, please describe:

Sickness Disclosure Agreement

If I begin showing common symptoms for (fever, dry cough, shortness of breath, and muscle pain or fatigue) or am screened for or diagnosed with COVID-19 at any point after volunteering at The Bag 'N Hand Pantry, I agree to disclose this information with staff. I understand that if I test positive to a COVID-19 screening, The Bag 'N Hand Pantry staff will anonymously inform volunteers I shared workspace with in the previous 14 days. I understand my identity will not be disclosed.

Please enter your name and the date below to confirm that you have read and agree to follow these instructions:

Name:

Date:



Bag 'N Hand Pantry Volunteer Release and Waiver of Liability*

St. John's United Methodist Church, 1200 Old Pecos Trail, Santa Fe, NM 87505

1. **Volunteerism:** I understand I am a volunteer at The Bag 'N Hand Pantry ("The Pantry"), a mission of St. John's United Methodist Church, Santa Fe, NM ("St. John's UMC"). I understand that ...
 - i. I am not an employee of The Pantry or St. John's UMC
 - ii. I will not be paid for my participation
 - iii. I am not covered by or eligible for any insurance, health care, worker's compensation or other benefits.
 - iv. I may choose at any time not to participate in an activity, or to stop my participation entirely, with The Pantry.
2. **Policies and Safety Rules:** For my safety and that of others, I will comply with The Pantry's volunteer policies and safety rules and its other directions for all volunteer activities.
3. **Assumption of Risk:** I understand the activities/work may be hazardous, including but not limited to, lifting, bending, repetitive tasks and other activities. I hereby expressly and specifically assume the risk of injury or harm and release and hold harmless The Pantry and St. John's UMC from all liability.
4. **Release and Waiver:** I release and forever discharge and hold harmless The Pantry and St John's UMC and its successors and assigns, employees, officers, agents and representatives from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to The Pantry. I understand and acknowledge that this release discharges The Pantry and St. John's UMC from any liability or claim that I may have against The Pantry or St. John's UMC with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to The Pantry or occurring while I am providing volunteer services. I forever discharge The Pantry and St. John's UMC from any claim whatsoever which arises on account of any first-aid, treatment or other service rendered in connection with an emergency during my tenure as a volunteer with The Pantry. I understand The Pantry and St. John's UMC do not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury or illness.

I have read, understand, and agree to the above policies, procedures, and waivers of The Pantry.

Please enter your name and the date below to indicate your acceptance and agreement with this Release and Waiver of Liability.

Name:

Date:

*Adapted with permission from "Volunteering with The Food Depot during COVID-19 Responses," released by The Food Depot 7.10.2020.



Bag 'N Hand Food Pantry

Volunteer Confidentiality and Disclosure Acknowledgement

St. John's United Methodist Church, 1200 Old Pecos Trail, Santa Fe, NM 87505

- As a volunteer of The Pantry, I understand that I may have access to Confidential Information, both verbal and written, relating to clients, volunteers or staff and The Pantry.
- Confidential information includes, but is not limited to, information pertaining to financial status and operations such as budget information, donations of money or gifts in kind, salary information, information pertaining to clients, staff, or other volunteers except where such disclosure is consistent with stated policy and relevant legislation.
- No Confidential Information concerning any volunteer will be divulged without prior written consent of the volunteer. This includes addresses, telephone numbers, etc.
- I understand, and agree, that all Confidential Information is to be treated confidentially and discussed only within the boundaries of my volunteer position at The Pantry.
- I will not disclose any Confidential Information obtained in the course of my volunteer placement to any third parties without prior written consent from The Pantry.
- I also agree not to discuss any Confidential Information after I have left my volunteer position at The Pantry.
- I understand that failure to comply with the confidentiality policies of The Pantry and breach of this agreement shall constitute grounds for disciplinary actions, including my dismissal as a volunteer.

I have read and understand the above and agree to uphold the confidentiality of these matters both during and following my volunteer service with The Pantry.

Please enter your name and the date below to indicate your acceptance and agreement with this Confidentiality and Disclosure Acknowledgement.

Name:

Date:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC, 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



Volunteering with the Bag 'N Hand Pantry: COVID-19 Disaster Response

Thank you for your interest in volunteering at The Bag 'N Hand Pantry ("The Pantry") during this time of crisis. The Pantry is adapting to continually serve as a disaster relief organization in response to the coronavirus (COVID-19). The health and safety of our community are a top priority—and that includes providing access to food while protecting the well-being of all people involved. Please carefully review the following sections.

Making the Decision to Volunteer:

Carefully review the following to determine whether you are able or should volunteer:

- ➔ **SYMPTOMS:** Any individuals who are sick and/or showing flu-like symptoms, cannot volunteer for food and personal safety reasons. Please stay home and get well. If you have common symptoms of COVID-19 (fever, dry cough, shortness of breath, and muscle pain or fatigue), you may not volunteer until you have met the following conditions based on to the CDC's [When You Can Be Around Others Guide](#).
 - Three days without a fever
 - Improved respiratory symptoms
 - 10 days since your first symptoms appeared
- If you have a less common symptom (such as a sore throat, headache, productive cough, or GI symptoms), monitor your symptoms and do not volunteer for five days. If your symptoms have stopped after five days and you would like to volunteer, please alert the staff.
NOTE: For an updated list of symptoms (common and less common), please check the [Johns Hopkins Coronavirus COVID-19 Guide](#).
- If you have been in regular, direct contact or share a household with someone who has a confirmed or suspected case of COVID-19, you cannot volunteer for two weeks after exposure.
NOTE: For more information, see the CDC's [When You Can Be Around Others Guide](#).
- ➔ **TRAVEL/EXPOSURE:** If you have traveled or been in regular direct contact or share a household with anybody who has traveled out-of-state in the past 14 days, you may not volunteer for two weeks upon return (as per the [New Mexico Department of Health's travel recommendations](#)).
- ➔ **HIGH RISK POPULATIONS:** If you are at high risk of contracting the virus, (such as older individuals and/or those with underlying health conditions), we strongly encourage you to NOT volunteer. For a complete list of updated risk factors, please check the [Center for Disease Control and Prevention's List](#).
- ➔ **AGE REQUIREMENTS:** Due to the risks and risk management measures being taken at this time, minors under the age of 16 cannot volunteer without a supervising adult, and minors under the age of 14 cannot volunteer at this time.
- ➔ **CONTINUAL ASSESSMENT:** Please assess whether it is safe for you to volunteer on a continual basis. Although The Pantry is employing significant measures to increase sanitization and social distancing for all volunteer and staff activities, being around others (while volunteering) carries inherent risk in terms of contracting COVID-19.

**Whether you decide to not volunteer or are able and willing to join the team,
thank you for helping us keep our community healthy and safe!**

➡ Safety Measures

Measures The Pantry is taking to protect staff and volunteers include (but are not limited to):

- All volunteers are screened using an adapted NM Department of Health's Facility Screening Questionnaire and will have their temperatures taken using a non-contact infrared body thermometer when they arrive. Anyone with a temperature above 100.4°F will not be allowed to work and must follow the "Symptom" instructions on page 1.
- Volunteer spaces will be cleaned before and after each work session and high touch surfaces will be sanitized throughout the session.
- To facilitate social distancing, a maximum occupancy has been established for each volunteer space and the volunteer equipment has been rearranged accordingly.
- Volunteers are required to wash hands regularly (or use hand sanitizer if sinks are not available) and wear face masks. Gloves are provided and required for most volunteer activities.
- Staff may make the decision to ask volunteers to opt-out from their shift for any safety concern that may arise (too little space, etc.)

➡ COVID-19 Testing

Testing is not required for most volunteer activities, but you may schedule a free test at any time.

- You may get tested at the Santa Fe Public Health Office at 605 Letrado Street (off Luisa Street). You will need to call and schedule an appointment. Schedule a test by visiting cvtestreg.nmhealth.org or calling (505)476-2600.
- You may also get tested at Presbyterian Hospital on Beckner Road, which is open 7am-3pm Monday thru Friday, and 7am-1pm Saturday and Sunday; however, they usually meet their quota by 9 am. Arriving no later than 7:45am is advisable. Take drinks, snacks and have enough gas in your car since the waiting period can be up to 2 hours. They do have porta-potties.

➡ Staying Informed

Your knowledge and behavior affect both your health and community health.

- The Pantry expects volunteers to stay informed about COVID-19 and take steps to help prevent the spread of the virus, both while volunteering and in their personal life. Volunteers' daily precautions will help safeguard The Pantry's ability to continue feeding those in need.
- Links to resources to check regularly include
 - [The World Health Organization](https://www.who.int)
 - [The Centers for Disease Control and Prevention](https://www.cdc.gov)
 - [State of New Mexico Department of Health](https://www.nmhealth.org)

➡ Enrollment and Scheduling

All volunteers need to pre-register and use Sign-up Genius to reserve a slot. Walk-in volunteers cannot be accepted at this time.

To register, fill out and sign the forms in the attached PDF file, "Bag N Hand Pantry Volunteer Forms," which can be completed online.

- Volunteer Information Sheet
- Release and Waiver of Liability
- Confidentiality and Disclosure and Acknowledgment forms.

You may return the forms by email to bagnhand.pantry@hotmail.com or by mailing to Bag n' Hand Food Pantry, St. John's United Methodist Church, 1200 Old Pecos Trail, Santa Fe, NM 87505.



The Bag 'n Hand Food Pantry COVID-19 Response Plan Overview

July 28, 2020

In response to the COVID-19 pandemic challenges, we have developed a plan to return to the pantry while fostering a safe and healthy environment.

Our plan promotes the health of our pantry while minimizing the risk of transmitting COVID-19. It's an all-in approach for every member of the pantry family that recognizes we must be unified and fully committed to new safety protocols.

Our plan is based on three principles to guide our response to the coronavirus:

- 1 Prioritize the safety and well-being of our volunteers, clients and church staff.
- 2 Ensure our mission continues *to regularly provide bags of fresh and non-perishable food in a friendly and caring environment to hungry people in the Santa Fe community.*
- 3 *Follow and practice shared responsibility.*

The pandemic has changed the way we live and taught us the importance of flexibility and responsiveness. We feel that this situation is with us for a year or longer.

As we plan our return to the pantry, these are important to remember:

- This plan will evolve.

This is our best plan today, but we live in a time of great uncertainty. We will continue to follow the most current information from public health officials and will learn from our experiences.

- These new health and safety measures are essential steps that we must take together.

While new protocols may be cumbersome, they are designed to help you and those around you stay well. Our pantry community has shown the capability to adapt and change and develop new ways of working. The adaptability and commitment of our volunteers over the past several months reinforces our belief that the pantry will emerge from the pandemic stronger

By assuming personal responsibility,
we are preserving the health of the
entire pantry.

We want to acknowledge the support of the Santa Fe Food Depot in the preparation of this plan. We have borrowed processes, formats and forms that the Food Depot has in place. Thank you for your support.

In preparation for opening August 4th we are:

Deep Cleaning the Pantry facility

We are cleaning and sanitizing the pantry facility. We are removing unused furniture and other items to make more space. We are redesigning the layout of the big food preparation room and marking safe distances.

Revamping the volunteer scheduling process

We have purchased a more robust Sign-Up Genius scheduling program and are implementing it.

Revising the new volunteer sign-up packet

Borrowing heavily from the Food Depot, we have revised the new volunteer packet and process making it more robust and adding a health safety component . All current volunteers will receive a packet this week.

Designing a screening process

We are working to create a "Pantry bubble" by screening volunteers as they arrive at the pantry. A component of this is that only current volunteers who are scheduled via Sign-up Genius will be admitted.

Require Basic Health Protocols for the Entire Pantry

Every volunteer and church staff member has a role in safeguarding Pantry health. By adhering to the safety protocols outlined here, we can lower the risk of transmitting or contracting COVID

1. Face coverings are required inside all pantry facilities and outdoor areas where clients are present or physical distancing is not feasible.
2. Appropriate physical distancing should be maintained everywhere inside and outside.
3. Everyone is expected to practice good health etiquette by washing hands frequently, covering coughs and sneezes and staying home if unwell.

Procedural changes going forward

We need to make changes to several process to help keep volunteers safe and healthy.

Making the Decision to Volunteer

We are asking all volunteers to complete a new volunteer packet including

- volunteer information sheet,
- release and waiver liability form
- confidentially agreement

Carefully review the packet to determine whether you are able or should volunteer

Enrollment and Scheduling:

All volunteers MUST pre-register and use Sign-up Genius to reserve a slot.

Walk-in volunteers cannot be accepted at this time.

The Pantry's Health Screening Questionnaire During COVID-19

All visitors and volunteers entering Pantry or workspaces are screened for certain risk factors before entrance is allowed. The Pantry may restrict or limit visitation rights to protect the health and safety of others.

Entrance and exit of the Pantry:

At the door on entrance

- all volunteers will have their temperature checked,
- answer health screening questions, and
- sign in with time of entry

At the door on exit, all volunteers should sign out with time of exit

Thank you for volunteering at The Bag 'N Hand Food Pantry

Our priority is the safety and well-being of our volunteers, clients and church staff and providing food in a friendly and caring environment to hungry people in the Santa Fe community

As we prepare to reopen the pantry, we all must be are committed to upholding these new health and safety measures and take the precautions necessary to help slow the spread of COVID-19.

Developed by the Pantry Steering Committee:

Amber Garland, Mary Ellen Kendrick, Cynthia Fields, Sylvia Graft, Jan Burke, Roberta Colton, Michael Wahl, Frank Hardin, Dolph Bunkley in consultation with Carol Ritchie and Mary Early.