



## 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](https://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](mailto: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.