**COVID-19 Supplemental Staff**

**OVERVIEW**

**Job Description**

Serve as supplemental staff for on-site daily building operations. This may include the following:

* General – sort groceries and mail, answering front desk phone, light administrative duties
* Front desk – screen essential employees and non-employee essential care personnel and other volunteers (this includes conversations with individuals and taking temperatures with a handheld thermometer that requires less than 6 feet of distance to perform)
* Runner – conduct pick-ups/deliveries from/to residents' doors (may include meals, packages, medications, groceries, mail, notices, supplies, bagged laundry, bagged trash)
* Driver – drive to pharmacy/other locations to pick up medications and other essential supplies; requires use of own car (optional based on your comfort level – please let your on-site administrator know if you are willing/able)

**PPE and level of interpersonal contact:**

You will be provided with gloves, mask (to be reused for additional shifts you may take on), and sanitizer. Minor contact with residents if you serve as a screener or handle deliveries to apartments and with other staff/volunteers wearing PPE and practicing social distancing guidelines. If you handle items as a runner, you will be provided with sanitizing protocol at each site.

**Important Notes:**

* *You must be physically capable of lifting up to 10 lbs. and being on your feet for significant amounts of time*
* *Please dress comfortably and modestly in long pants and short/long-sleeved shirt – no rips or holes, no midriffs showing, clean, well fit; you may want to bring an extra change of clothing before you leave the building at the end of the day*
* *You may not accept tips for any services; politely decline tips and if you feel comfortable suggesting making a donation to our organization’s* ***Senior Response Fund (can be found on our website)***
* *You may not enter a resident’s unit when delivering packages or other items under any circumstances. If a resident opens their door and asks you to deliver the package into the unit, please make sure you are six feet away before you respond, and let them know that you’ll alert site staff to assist them.*
* *Bring your own lunch and be prepared for some intermittent down time (bring a book, etc.)*

**INSTRUCTIONS**

**Prior to your very first shift**

1. Day before: review website above and confirm that you are still willing to fulfill your assignment.
   1. If you **are not willing** to continue with assignment, notify on-site administrator immediately
   2. If you **are willing** to continue with assignment, please review these pre-screening questions and email your response to on-site administrator prior to your very first shift:

* Do you have cough, a fever, shortness of breath, or sore throat?
* Have you traveled internationally or flown domestically in the last 14 days?
* Have you been in New York City in the last 14 days?
* Are any people in your household or any close contacts currently diagnosed with or under investigation, surveillance, or self-quarantine for COVID-19?
* *You will be screened each time you arrive to campus and your temperature will be taken* 
  1. If you answer yes to any these pre-screening questions, you are not eligible to volunteer; contact on-site administrator immediately and discontinue your review of this document
  2. If you answer no to all pre-screening questions, continue reading

1. Thoroughly review *Handwashing and PPE protocol* attachment

**When you arrive on-site for your any shift**

1. Once you are cleared for entry, follow *Handwashing and PPE protocol*
2. Sign-in for your shift with the on-site administrator and receive instructions for the duties you will perform throughout your shift
3. Take breaks under direction of on-site administrator
4. Sign-out from your shift upon departure
5. Let on-site administrator know if you have any concerns or feedback