



As the Conservatory begins welcoming volunteers back, we are working closely with the Park District and Conservatory staff to bring FOPCON volunteers in safely. We continue to follow guidelines from the CDC, the Illinois Department of Public Health, and the local Oak Park Health Department. Volunteer opportunities will be modified and different from years past.

Due to the Pandemic, we are much more limited on the number of volunteers we can have at one time. Those volunteers who are on-site will be dispersed among greenhouses, and the Operations Room will be utilized primarily by Conservatory staff. With your support and adherence to the protocols, we can do our best to ensure a safe, socially distanced atmosphere for our staff and volunteers. If you are considering volunteering this year, please be sure to read all of the information below.

### **MANDATORY SCREENING BEFORE STARTING EACH SHIFT**

**Before you leave home, all volunteers are required to complete a self-check.**

1. Are you experiencing any of the following Covid-19 symptoms in the past 48 hours: fever, cough and/or shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, or other less common symptoms including gastrointestinal symptoms like nausea, vomiting, or diarrhea?
2. Do you have a fever at or above 100.4 degrees Fahrenheit?
3. Do you feel sick?
4. Within the past 14 days, have you been exposed to anyone who has tested positive for Covid-19 or has symptoms of Covid-19?
5. Are you or anyone in your household currently waiting on the results of a Covid-19 test?

If you answered “**YES**” to any of the above questions: **STAY HOME and notify the Conservatory Director at 708-725-2451 or [patti.staley@pdop.org](mailto:patti.staley@pdop.org)**.

### **STAY AT HOME IF YOU ARE SICK**

Volunteers experiencing non-Covid-19 illness-related symptoms should stay at home and make a full recovery before returning to volunteer.

### **FACEMASKS**

- In alignment with the CDC recommendations, volunteers are required to wear face coverings while on the Conservatory premises.
- If you forget your face covering, one will be provided to you.
- Face coverings should:
  - Fit snugly but comfortably against the side of the face and completely cover the nose and mouth
  - Be secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for breathing without restriction

### **ADDITIONAL PROACTIVE PREVENTION REGARDING CATCHING OR SPREADING COVID-19**

- Wash your hands upon arrival at the Conservatory prior to your shift
- Wash your hands often with soap and water for at least 20 seconds after you are finished completing your work assignment(s) or after blowing your nose, sneezing, or coughing.
- Utilize hand sanitizer if soap and water are not available.
- Do not touch your face, eyes, nose, or mouth with unwashed hands.

- Keep a 6-foot distance when interacting with other people.
- Wear a face covering at all times.
- Cover your cough and sneezes with a tissue or use your elbow as a guard. Discard tissue in a trash container.
- Always disinfect touched surfaces before and after your volunteer shift.
- The kitchen/break room is closed to volunteers at this time. Please bring a refillable water bottle. The water bottle refill station is located in the Conservatory lobby.
- Restrooms for volunteers are located in the Conservatory lobby.

As volunteer opportunities become available, we will evaluate the requirements and determine the number of volunteers who can safely participate. We appreciate your support and patience as we navigate our way through each week as things continue to change rapidly.

Please contact the Conservatory Director Patti Staley with any questions or concerns regarding these protocols and your safety.

Thank you and we look forward to seeing you soon!

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