

MATTHEW 25: MINISTRIES

COVID-19 PANDEMIC SAFETY POLICY

In order to best protect our staff, volunteers, and the public against the spread of COVID-19, and in alignment with recommendations from Governor Mike DeWine and Ohio Department of Health, Matthew 25: Ministries has implemented the following guidelines for all volunteers. This policy supplements the many measures we take to ensure the safety of everyone working or volunteering their time at Matthew 25: Ministries. Thank you for your understanding and please see a staff member if you have any questions.

Prior to Your Scheduled Volunteer Shift:

Please contact us to reschedule your volunteer shift if:

- You or someone you live with is experiencing any of these symptoms:
 - fever (measured temperature at 99.5 or above)
 - Cough
 - Shortness of breath or Difficulty Breathing
 - Chills
 - Muscle or Body Aches
 - Headache
 - Sore Throat
 - Diarrhea
 - New Loss of Taste or Smell
 - Fatigue
 - Congestion or Runny Nose
 - Nausea or Vomiting
 - Joint Pain
- You or someone you live with has been exposed to someone with confirmed COVID-19 within the past 14 days

During Your Volunteer Shift:

Upon arrival at Matthew 25: Ministries, volunteers will be required to

- Have their temperature taken
- Sanitize their hands and wear gloves, or wash hands frequently
- Masks are strongly recommended
- Answer a COVID-19 screening questionnaire containing the questions below:
 1. Have you or anyone in your household experienced any of these symptoms during the last 14 days?
 - Fever (measured temperature at 99.5 or above)
 - Cough
 - Shortness of Breath or Difficulty Breathing
 - Chills

- Muscle or Body Aches
 - Headache
 - Sore Throat
 - Diarrhea
 - New Loss of Taste or Smell
 - Fatigue
 - Congestion or Runny Nose
 - Nausea or Vomiting
 - Joint Pain
2. Have you or anyone in your household been exposed to someone with confirmed COVID-19 in the past 14 days?
 - If yes, has it been at least 10 days since exposure or at least 7 days since exposure and you've received a negative test result (test must occur on day 5 or later)?
 3. Have you or anyone in your household traveled within the past 14 days. If so, where?

Please note, based on the answers provided, volunteers may be asked to reschedule their volunteer shift to a future date. Volunteers who answer "yes" to question 1 and/or "yes" then "no" to question 2, will be asked to leave and reschedule, along with anyone who lives in their household. Volunteers may return after at least 14 days have passed from the time they answered the questions on the screening questionnaire. This also applies to anyone living within the household with the volunteer.

Throughout the work shift, each volunteer must:

- Practice social distancing (stay 6 feet apart)
- Use cough and sneeze etiquette
- Wash hands and/or use hand sanitizer as often as possible
- Wear PPE & follow proper removal/disposal procedures
- Masks (covering the mouth and nose) and PPE are strongly recommended
- Follow bathroom assignments and other preventive protocol
- Communicate immediately to a staff member any issues they are having or, if at any time, they feel unwell.

Failure to comply with these guidelines may result in being asked to leave. As this is an ever-changing situation, these policies may change with time or they may need to be clarified, amended, supplemented or revoked. Matthew 25: Ministries maintains the responsibility and the right to make these changes at any time. Please reach out to HR with any questions.

Thank you for your understanding and for your willingness to help the least of these and disaster victims worldwide.