



A private non-profit organization – empowering our communities to thrive

1921 E. Murray Dr., Farmington, NM 87401

Volunteering with ECHO, Inc. during COVID-19 Disaster Response

Thank you so much for your interest in supporting ECHO, Inc.'s hunger relief work during this time of crisis. ECHO, Inc. is rapidly adapting to serve as a disaster relief organization in response to the novel 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. To help keep Northern New Mexico healthy and safe, please help us with the following:

1) Assess whether it is safe for you to volunteer.

- All individuals who are sick and/or showing flu-like symptoms (cough, sneezing, shortness of breath, fever, etc.) may not volunteer for food and personal safety reasons. Please stay home and get well.
- If you have been in direct contact with someone who has a confirmed or suspected case of COVID-19, you may not volunteer.
- If you have recently traveled or been in contact with anybody who has traveled, you may not volunteer for two weeks upon return (as per the [New Mexico Department of Health's](#) travel recommendations).
- If you are at [high risk of contracting the virus](#) (older individuals and/or those with underlying health conditions) we strongly encourage you to NOT volunteer.

Please assess whether it is safe for you to volunteer on a continual basis. Although ECHO, Inc. is employing significant measures to increase sanitization and social distancing in all volunteer and staff activities, being around others (while volunteering) carries inherent risk in terms of contracting COVID-19.

- ### **2) If you would like to volunteer, please review the following information carefully and fill out the paperwork.**
- You can also fill out the paperwork on your first scheduled shift. Due to the social distancing measures ECHO, Inc. is employing to keep volunteers and staff members safe, all shifts need to be scheduled. Please contact fooddirector@echoinc.org to schedule a shift. In addition to some of the usual volunteer activities, additional shifts, new volunteer positions, and altered schedules will very likely take place. To stay informed once you have been enrolled as a volunteer, please check your email and ECHO Inc.'s frequently (www.echoinc.org).

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

The ECHO, Inc. Volunteer Enrollment Form

COVID-19 Disaster Response

Contact Information

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell phone: _____

E-Mail Address: _____

Emergency Information

Contact person: _____

Contact phone: _____ Alternate phone: _____

Do you have any medical conditions, allergies or physical limitations we should know about? _____

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that others depend on my participation as a volunteer and I agree to contact ECHO, Inc. if I am unable to participate in an activity for which I have registered.

Signature

Date

NEW MEXICO DEPARTMENT OF HEALTH
FACILITY VISITOR SCREENING QUESTIONNAIRE

In response to concerns regarding COVID-19 (coronavirus disease 2019), and in accordance with guidance issued by the Centers for Disease Control (CDC), this facility is screening all visitors for certain risk factors before entrance is allowed. Facilities may restrict or limit visitation rights for reasonable clinical and safety reasons, specifically to prevent community associated infection or communicable disease transmission to the residents. See 42 CFR §483.10(f)(4).

Please answer the following questions and certify your answers by signing below:

- | QUESTIONS | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you traveled internationally in the last 14 days to any country currently designated by the CDC as a high-risk location for COVID-19*? ECHO, Inc. is not allowing volunteers who have traveled internationally in the past 14 days, or had contact with a person who has traveled to a high contamination area, to volunteer at this time. Does this apply to you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you had signs of a respiratory infection in the last 14 days, such as a fever, cough and/or sore throat? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you had contact with anyone who has been diagnosed with, or screened for COVID-19? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you traveled to another state with widespread community transmission of COVID-19 in the last 14 days? ECHO, Inc. is not allowing volunteers who have traveled out of state in the past 14 days, or had contact with a person who has traveled to a high contamination area, to volunteer at this time. Does this apply to you? | <input type="checkbox"/> | <input type="checkbox"/> |

Name: _____

Signature: _____

Date: _____

**Any questions marked "YES" indicate
you are not able to volunteer with
ECHO, Inc. at this time.**

**As of 3/5/2020 The Center for Disease Control lists China, Iran, South Korea, Italy, and Japan. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Volunteer Release and Waiver of Liability

- 1. Volunteerism:** I understand I am a volunteer at ECHO, Inc. . I understand (i) I am not an employee of ECHO, Inc. , (ii) I will not be paid for my participation and (iii) I am not covered by or eligible for any insurance, health care, worker’s compensation or other benefits. I may choose at any time not to participate in an activity, or to stop my participation entirely, with ECHO, Inc.
- 2. Policies and Safety Rules:** For my safety and that of my others, I will comply with ECHO, Inc.’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 ECHO, Inc. from all liability.
- 4. Release and Waiver:** I release and forever discharge and hold harmless ECHO, Inc. and its successors and assigns 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 ECHO, Inc. I understand and acknowledge that this release discharges The ECHO, Inc. from any liability or claim that I may have against ECHO, Inc. with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to ECHO, Inc. or occurring while I am providing volunteer services. I forever discharge ECHO, Inc. 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 ECHO, Inc. I understand ECHO, Inc. does 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.
- 5. Confidentiality:** I may have access to sensitive or confidential information, including, but not limited to, identity, address, contact information, credit card numbers and financial information of ECHO, Inc. clients, volunteers, donors and staff. At all times during and after my participation, I agree to hold in confidence and not disclose or use any such confidential information except as required in my volunteer activities.

I have read, understand and agree to the above policies, procedures and waivers of ECHO, Inc.:

Date: ____/____/____

Volunteer Signature: _____

Volunteer Name (PRINTED): _____

Legal Guardian’s Signature (if under 18) _____

Measures ECHO, Inc. is taking to protect staff and volunteers include (but are not limited to):

- Volunteers are screened using NM Department of Health's (DOH) Facility Visitor Screening Questionnaire.
 - Volunteer communications facilitate informed consent (based on the CDC's and NM DOH's recommendations), and encourage volunteers to stop volunteering at any time, for any reason.
 - Staff deep cleans and sanitizes volunteer spaces before and after each volunteer shift, and sanitizes high-touch surfaces throughout the day.
 - Volunteers are required to wash hands regularly and use gloves.
 - Volunteers are provided a safety training before each shift including:
 - Emphasizing the importance of hygiene and safety practices
 - Encouraging individuals to opt-out for any reason
 - Personal hygiene and glove use instructions
 - Social distancing instructions and demonstration
 - Reminder to work slowly, with safety in mind
 - To facilitate social distancing, a maximum occupancy has been established for each volunteer space and the volunteer equipment have been rearranged accordingly.
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CORONAVIRUS FACTS, PREVENTION, SAFETY*

ECHO, Inc.

What is my risk of death if I contract COVID-19 coronavirus?

Current mortality estimates are that 0.25% to 3.0% of people who contract coronavirus will die. Risk factors for higher death rates include being an older adult (sometimes defined as 60+), having an impaired immune system, or having a chronic condition such as heart disease, diabetes, and lung disease.

What are the most common symptoms?

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually.

What does "flattening the curve" mean?

Flattening the curve means slowing the spread of an epidemic so that health-care systems can cope over time. Even if we are not in a high-risk category, we can help, even save, others who are at risk by practicing good prevention. Overwhelmed health-care systems result in unnecessary deaths.

How does the virus spread?

The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets.

Can COVID-10 be caught from someone who has no symptoms?

The risk of catching COVID-19 from someone with no symptoms at all is very low. However, many people with COVID-19 experience only mild symptoms.

What can I do to protect myself and prevent the spread of the disease?

- Clean your hands. Follow good handwashing procedure. We have flyers in all the restrooms.
- Maintain social distance. Recommendations range from three to six feet away from others. The CDC recommends no gatherings larger than 50 people.
- Avoid touching eyes, nose, and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- Avoid touching things unnecessarily. Avoid touching high-touch surfaces or shared items.
- Disinfect surfaces, including your cell phone and other high-touch surfaces. Coronaviruses can be inactivated within a minute by disinfecting surfaces with 62-71% alcohol, or 0.5% hydrogen peroxide bleach or household bleach containing 0.1% sodium hypochlorite.
- Follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze.
- Stay home if you feel unwell.

How long does the virus survive on surfaces?

The virus is thought to survive on surfaces for period ranging from a few hours to three days. Touching an infected surface within that time period then touching you eyes, nose, or mouth can introduce the virus into your body.

Is it safe to receive a package from any area where COVID-19 has been reported?

Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low.

Is food a source or transmission route for the virus?

It is not believed that the virus can enter a body by being eaten in food. However, food is a surface like any other, and the virus can be transmitted from a food surface as from any other surface.

When should I get tested?

Health organizations stress the importance of widespread testing in stopping or slowing the epidemic. Testing availability and regulations in our area are evolving. If you feel unwell, pursue testing. Contact your health-care provider (by phone, not by going to the office) or call the state hotline at 1-855-600-3453.

Should I wear gloves and/or masks?

Most health-care experts state there is no need for healthy individuals not in healthcare settings to wear gloves or masks. Some experts argue gloves increase rates of infection because the virus may live longer on the surface of gloves, and because glove-wearers may fail to change gloves regularly and become lax with handwashing.

Where can I get more information?

False or questionable information can be widespread about this disease as about anything in the Internet age.

Good sources of information include:

- The World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- The Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- State of New Mexico Department of Health: <https://cv.nmhealth.org/>