



## **Volunteers of America-Greater New York's Operation Backpack® 2020 Volunteer Guidelines**

In previous years at Operation Backpack® Sort Week (OBP Sort), we have had tasks for anyone who wanted to volunteer, but this year, because of the COVID-19 pandemic, the tasks we need completed are less varied and more physical in nature. Since the work this year will focus mainly on allocating boxed school supplies and backpacks to shelters and loading them into vehicles (like cars and vans), volunteers will be required to stand for long periods, push/pull full carts of supplies and backpacks, and lift up to approximately 40 pounds.

Because the safety of volunteers and staff is of paramount concern to VOA-Greater New York, we will follow the [latest guidelines](#) as set forth by the Centers for Disease Control and Prevention and adhere to the safety standards that have been put into place by state and local governments.

**During OBP Sort Weeks, the following protocols will apply.**

**We ask that you NOT VOLUNTEER NOW IF:**

1. You are not feeling well or have any concerns about volunteering.
2. You are experiencing any [COVID-19 related symptoms](#), including but not limited to coughing, sneezing, runny nose, fever or loss of taste or smell.
3. You have tested positive for COVID-19 and have not completed 14 days of isolation from the onset of symptoms or 14 days of isolation after learning you tested positive, even if you did not ever have symptoms.
4. You have had [close or proximate contact](#) with a person with COVID-19 for a prolonged period of time and have not completed 14 days of isolation.
5. You or a person living in your home has traveled to any of the states on the [NY State quarantine list](#) and have not completed 14 days of self-quarantine.

**NOTE: IF YOU ARE 65+ OR HAVE ANY CHRONIC HEALTH CONDITIONS, INCLUDING LUNG DISEASE, HEART DISEASE, DIABETES, CANCER OR A WEAKENED IMMUNE SYSTEM WE RECOMMEND YOU DO NOT PARTICIPATE.**

**While volunteering during the COVID-19 outbreak, we also require the following:**

1. All volunteers must wear adequate personal protective equipment (PPE). We will have extra disposable masks and gloves on hand, but you are encouraged to bring your own PPE with you, and additional ones (such as plastic face guards) if you choose.
2. All volunteers **MUST** wear a mask at all times, and wear it properly, covering your mouth and nose.  
**PLEASE NOTE: ANYONE NOT WEARING A MASK PROPERLY WILL BE ASKED TO LEAVE.**
3. All volunteers must sanitize hands after being signed in for a shift.
4. To help with social distancing, volunteers must not check in more than 15 minutes before their scheduled shifts. (If a volunteer arrives more than 15 minutes early, that volunteer may be asked to wait to enter the building.)
5. In order to social distance, volunteers must be spread out at least six feet apart while on projects, and the number of volunteers will be kept to the absolute minimum for each shift.
6. A Volunteers of America-Greater New York staff member will be assigned to monitor social distancing at all times.

Please know how grateful we are for your commitment to ensuring that the children residing in New York City homeless and domestic violence shelters are equipped with the school supplies they will need for a successful 2020-21 school year. If you have any questions or concerns, please email: [operationbackpacknyc@voa-gny.org](mailto:operationbackpacknyc@voa-gny.org).

Thank you.

# Volunteer Release and Waiver of Liability Form

This Release and Waiver of Liability (the "release") executed on \_\_\_\_\_ (date) by \_\_\_\_\_ ("Volunteer") releases **VOLUNTEERS OF AMERICA-GREATER NEW YORK**, ("Nonprofit"), a nonprofit corporation organized and existing under the laws of the State of **NEW YORK** and each of its directors, officers, employees, and agents. The Volunteer desires to provide volunteer services for Nonprofit and engage in activities related to serving as a volunteer.

Volunteer understands that the scope of Volunteer's relationship with Nonprofit is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that Nonprofit will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to Nonprofit.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless Nonprofit 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 Nonprofit, including without limitation in connection with the transmission of COVID-19. I understand and acknowledge that this Release discharges Nonprofit from any liability or claim that I may have against Nonprofit with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Nonprofit or occurring while I am providing volunteer services, including without limitation the transmission of COVID - 19.
2. Insurance: Further I understand that Nonprofit does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Nonprofit beyond what may be offered freely by Nonprofit in the event of injury or medical expenses incurred by me.
3. Medical Treatment: I hereby Release and forever discharge Nonprofit from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with Nonprofit.
4. Assumption of Risk: I understand that the services I provide to Nonprofit may involving inherently dangerous activities that may be hazardous to me including, but not limited to **LIFTING CARTONS UP TO 40 POUNDS**. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release Nonprofit from all liability.
5. Photographic Release: I grant and convey to Nonprofit all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by Nonprofit in connection with my providing volunteer services to Nonprofit.
6. Other: As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of **NEW YORK** and that this Release shall be governed by and interpreted in accordance with the laws of the State of **NEW YORK**. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

I hereby confirm the following:

- I am not experiencing, and in the last 14 days have not experienced, any [COVID-19 related symptoms](#), including but not limited to coughing, sneezing, runny nose, fever, or loss of taste or smell;
- I have not tested positive for COVID-19 in the last 14 days;
- I have not had [close or proximate contact](#) with a person with whom I know has COVID-19 or has tested positive for COVID-19 within 14 days from the date of a positive test result for such person;
- I have not traveled to any of the states on the [NY State quarantine list](#), without having completed 14 days of self-quarantine.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

\_\_\_\_\_  
Signature (Or parent/guardian if under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name