



BACKPACK CHECKLIST

We thank you for volunteering to help our agents, family and community during this difficult time for them after the Hurricane. You are invaluable and we truly appreciate you. Due to COVID-19, we have precautions to take to keep you and our KW family safe. **We are asking everyone who is volunteering to bring a backpack with the following items for yourself. You will have your temperature checked every morning and possible afternoon.**

| | |
|----------------------------------|---|
| Food | Granola Bars/Breakfast bars/Energy bars Nuts Additional Snacks of Choice Pre-packaged Food (individually wrapped) |
| Water | Water – bring at least 4 bottles a day while you are volunteering |
| Personal Protective Items | Sunscreen Mosquito Repellent Cooling towel or towel to wet for keeping you cool Sunglasses/eye protection Hard Hat or hat Hand Sanitizer Masks – please bring at least 2-3 masks per day you are planning to volunteer. It will get very hot and may need extra masks. We <u>will not</u> have laundry to clean any masks. Face Shields (if you would like to bring your own) Disinfecting wipes |
| Additional Items | Utility Knife – please put your name on it in case it is left by accident. Small personal ice chest with your drink and ice daily Portable chargers Work gloves Change of clothes Personal battery operated fan – optional Extra shoes – optional Personal First Aid Kit |
| What to wear Daily? | Closed toe shoes – a must Socks Comfortable clothing – you may want to wear jeans/pants depending on the weather. Rain Jacket – depending on weather |



FIRST AID KIT CHECKLIST

Include any personal items such as medications and emergency phone numbers.

Personal First Aid Kit (for you individually) – Due to COVID-19 we are asking everyone to bring their own personal First Aid Kit.

you can purchase a First Aid Kit with items in it already or you may make your own.

If you would like to make your own First Aid Kit. Here are some suggestions by the Red Cross)

- 2 absorbent compress dressings (5x9)
- 25 adhesive bandages assorted sizes
- 1 adhesive cloth tape
- 5 antibiotic ointment packet or 1 small tube antibiotic ointment
- 1 emergency blanket
- 1 instant cold compress
- 2 pair nonlatex gloves (your size)
- 2 hydrocortisone packets or 1 small tube hydrocortisone cream
- 1 3 in. gauze roll bandage
- 1 4 in. wide roller bandage
- 5 3inx3in sterile gauze pads
- 2 triangular bandages
- tweezers

Guidelines for Volunteer Organizations and Volunteers During COVID-19

General guidance for volunteer organizations:

All organizations should work with their human resources office to determine their volunteer engaging policies during coronavirus. Organizations should also refer to workplace guidance from the Centers for Disease Control and Prevention [Workplace Guidance](#)

- Regularly clean and sanitize gathering spaces or meal distribution sites. You need to properly dispose of cleaning materials and discard any contaminated materials.
- Have proper personal protective equipment available and train volunteers how to use them before letting them do any tasks that require the equipment.
- Keep social distance rules of at least six feet in place during volunteer tasks.
- Discourage car-pooling
- Provide sufficient and accessible infection control supplies (e.g. hand hygiene products, tissues, disinfecting wipes, and receptacles for disposal) at all locations.
 - When in doubt, visit CDC for recommendations.
- Make sure all volunteers understand any risks associated with the task you would like them to do and understand if they are not comfortable with that level of risk.
- Screen all volunteers and clients, if possible, before you allow them to volunteer.
 - We highly recommend you take a volunteer's temperature as volunteers come in for a shift.
 - For local up-to-date information, visit your county emergency management webpage.

List of PPE Items to Provide to Volunteers

- Masks
- Face shields (for leads)
- Hand sanitizer (at least 60% alcohol)
- Bottled water
- Prepacked food (individually wrapped)
- Disinfecting wipes
- Touchless thermometer

Screening Guidelines

Reliance on Personal Protective Equipment (PPE): Upon arrival, the screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. Then:

- Make a visual inspection of the employee/volunteer for signs of illness, which could include flushed cheeks or fatigue, and confirm that the employee is not experiencing coughing or shortness of breath.
- Take the employee's/volunteer's temperature (**touchless thermometer recommended**).

General guidelines for volunteers:

All individuals should consider their level of risk for the virus prior to engaging in any volunteer service. Those meeting the definition of high-risk based on CDC guidelines are strongly encouraged to not volunteer. Please review the CDC definition for people who are at higher risk for illness. [CDC definition for people who are at a higher risk for illness.](#)

DO NOT attempt to volunteer if in the last 14 days you:

- Have any of the symptoms related to COVID-19 as identified by the Centers for Disease Control. Please review [COVID Symptoms](#)
- Have been around anyone who has COVID-19
- Been to an event with more than 50 people
- DO NOT volunteer if you live with or are in frequent contact with people in higher-risk categories for the virus.

DO practice universal infection control precautions:

- Clean and wash your hands for a minimum of 20 seconds before, during, and after volunteering.
- Wear a cloth face covering in indoor public settings and in outdoor public settings when you cannot maintain at least six feet distance from others. [How to wear a mask.](#)

Avoid physical contact with others and maintain a distance of at least six feet.

- Cover your cough and sneezes with your elbow or a tissue.
- If soap and water are not available, use a hand sanitizer that contains **at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

DO use proper personal protective equipment the organization offers you to complete the task.

DO practice social distancing (stay at least six feet apart).

RELEASE AND WAIVER OF CLAIMS

KW CARES RELIEF CLEANUP EFFORT (PARTICIPANT)

I desire to participate in the KW Cares Relief Cleanup Effort (“Activity”) sponsored by KW Cares and Keller Williams Realty, Inc. (collectively “KW”). In consideration for my participation in the Activity, I agree to all the terms and conditions set forth in this agreement (this “Agreement”).

I AM AWARE AND UNDERSTAND THAT THE ACTIVITIES MAY BE DANGEROUS AND COULD INVOLVE THE RISK OF SERIOUS INJURY AND/OR DEATH AND/OR PROPERTY DAMAGE. I ACKNOWLEDGE THAT ANY INJURIES THAT I SUSTAIN MAY BE COMPOUNDED BY NEGLIGENT EMERGENCY RESPONSE OR RESCUE OPERATIONS. I ACKNOWLEDGE THAT I AM VOLUNTARILY PARTICIPATING IN THE ACTIVITIES WITH KNOWLEDGE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT AND ASSUME ANY AND ALL RISKS OF INJURY, DEATH, OR PROPERTY DAMAGE.

I hereby expressly waive and release any and all claims, now known or hereafter known in any jurisdiction throughout the world, against KW, and its officers, directors, employees, agents, affiliates, successors, and assigns (collectively, “Releasees”), on account of any illness, injury, death, property damage, or other damage arising out of or attributable to my participation in the Activity, whether such claims arise out of the negligence of Releasees or otherwise. I agree not to make or bring any such claim against Releasee(s), and forever release and discharge the Releasees from liability under such claims.

I further understand that my participation in the Activity may be recorded or photographed. In consideration of my participation in the above Activity, I hereby grant permission to the rights of my image, likeness, and sound of my voice without any additional payment or any other consideration. I understand that my image may be edited, copied, exhibited, published, or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used for promotional and/or training purposes and is not restricted to any particular geographical area.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person, organization or volunteer affiliated with KW or the KW Cares Relief Cleanup Effort. Louisiana law applies to this release.

Full Name _____

Street Address _____

City, State, Zip Code _____

Phone _____

Email Address _____

Signature _____

Date _____