

Return to Corporate Volunteering

FACTSHEET



RETURN TO CORPORATE VOLUNTEERING POST-COVID-19

The information presented in this factsheet aims to provide WA-based companies wanting to get their employees back into corporate volunteering with a guide on how to prepare for corporate volunteering in a post COVID-19 context.

BEFORE THE VOLUNTEERING ACTIVITY

It is important that the organiser(s) of the volunteering activity provide employee volunteers with detailed information about the volunteering activity.

Some of the key points to include:

- ✓ Information about the organisations and their location.
- ✓ Provide details about the possible tasks employee volunteers will be doing on the day.
- ✓ Outline the potential hazards associated with the tasks and provide mitigations and emergency response steps.
- ✓ Clearly outline COVID-19 specific information on keeping safe and reducing spread, including your company's COVID-19 policies and the current phase of State Government Restrictions.
- ✓ Employee volunteers should sign a 'terms of participation' form prior to commencing the volunteer activity outlining their responsibilities towards maintaining a COVID-19 free environment. This includes a statement acknowledging that if the employee volunteer is unwell, has recently arrived from interstate/international travel or living with someone with COVID-19 symptoms, they must not attend the volunteering activity unless they have completed 2 weeks of self-isolation and are symptom-free. It can also indicate that staff have the right to refuse volunteering opportunities if they do not feel safe to participate.

It is important to ensure open communication between your organisation and the organisation(s) your employees will be volunteering for. Volunteer Involving Organisations will most likely have their own COVID-19 procedures that your employees will also have to adhere to when volunteering.

ON THE VOLUNTEERING DAY AND DURING

Use the list below as a checklist to ensure that the following actions are taken to minimise risk of spread.

- Employees to make their own way to and from the volunteering activity.
- All tools and equipment sterilised prior to volunteer team's arrival.
- An induction, Job Hazard Analysis (JHA) and COVID-19 specific safety briefing given to employee volunteers on arrival.
- Terms of Participation agreed to by all and signed.
- If providing catering, ensure that food is served in individual packs to reduce spread of germs.
- Disposable gloves provided. Durable gardening gloves provided for outdoor activities (these are not to be shared).
- Appropriate social distancing is maintained throughout the day- 1.5m between each volunteer and 1 person per every 2sqm.
- Hand-washing/sanitising station provided.
- All volunteers to wash hands prior to volunteering and regular handwashing breaks taken throughout the day.

Volunteering WA can assist with a range of information and advice about volunteering in WA – please refer to our website at: www.volunteeringwa.org.au