

COVID-19 Volunteer Training

Volunteer Services

**HAWAI'I
PACIFIC
HEALTH**

KAPI'OLANI
PALI MOMI
STRAUB
WILCOX

To minimize the impact of COVID-19 in our medical centers, it is important that we protect the health and safety of everyone. In this module you will review:

- **Infection Control**
 - Hand Hygiene
- **COVID-19**
 - Facts
- **COVID-19 Requirements**
 - Masks
 - Eye Protection
 - Personal Protective Equipment (PPE)
 - Direct Patient Care
 - Social Distancing
- **Volunteer Responsibilities**
 - Dress code

Infection Control

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Handwashing

- **80% of infectious diseases are spread by touch. Protect yourself, our patients, and our staff.**

Proper handwashing includes:

- Wet hands and wrists under warm water, hands angled downward.
 - Lather hands with soap, scrubbing the front and back of hands, wrists, between fingers, under nails and rings, around cuticles.
 - Scrub hands for a minimum of 20 seconds.
- **It is friction that removes germs.**
- Rinse well.
 - Use disposable towels to dry.

**Always wash hands before and after volunteer shift.*

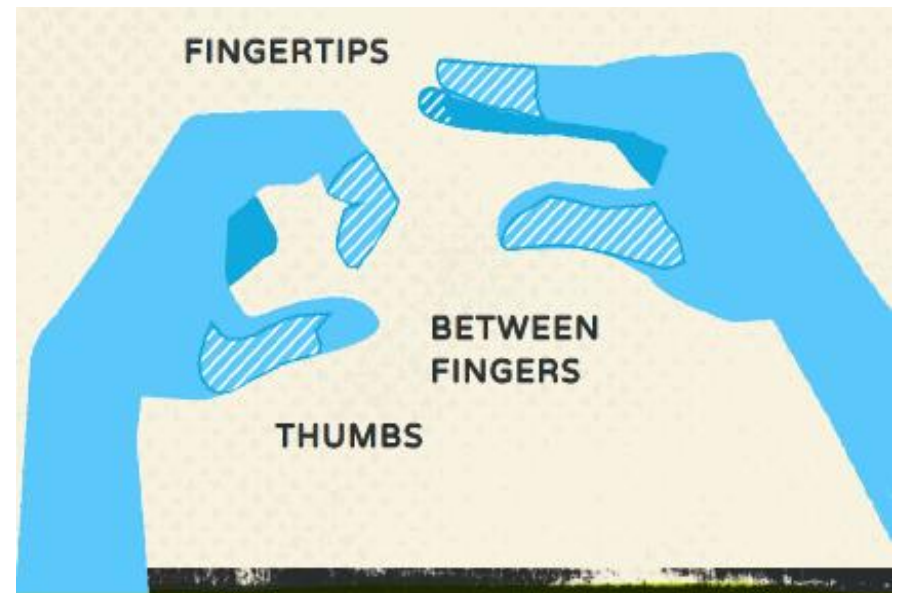
Alcohol-Based Hand Sanitizer

- Hand sanitizer is not a replacement for handwashing with soap and water.
 - Wash your hands if they are visibly soiled.
- Gloves are not a substitute for hand hygiene.
 - Always clean your hands when removing gloves as well.
- Hand sanitizer dispensers available throughout the hospital.
 - Use before and after interacting with patients/picking up items from patients room/public areas.

**Hands should stay wet for around 20 seconds if you used the right amount of sanitizer.*

Alcohol-Based Hand Sanitizer:

- When washing your hands, be sure to clean in the commonly missed areas below.



Please

- **Cover your sneeze and cough with a tissue (then dispose immediately) or into your upper sleeve.**
- **Wash your hands immediately after. If you do not have access to soap and water, use a 60% alcohol based hand sanitizer.**

COVID-19

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Know Your Risk For Severe Illness

Everyone is at risk of getting COVID-19. Older adults and people of any age who have *serious underlying medical conditions* may be at **higher risk** for more severe illness.

Facts About COVID-19

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.
- **Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**

COVID-19 Requirements

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Face Mask

- ONE fabric face mask will be provided to volunteers upon start date.
 - Volunteers must abide by new safety rules/regulations.
 - Face masks are required while on duty and when visiting the facility.
 - If face mask is forgotten/lost, a disposable mask will be provided. (However, please be responsible and be sure to have your mask at all times.)

Volunteers will not be allowed to volunteer without a facemask.

**Please inquire with Volunteer Office should any questions/concerns arise regarding face mask policy.*

Masks with valves are not allowed



Eye Protection

- Eye Protection (Goggles/Face Shields) will be required contingent on the volunteer's assignment within the facility.
 - It should be close fitting especially at the eyebrow.
 - It must wrap around the sides of the face to cover the eyes.
- Personal eyeglasses do not meet these criteria and do not provide the protection to keep you safe.
 - HPH will provide eye protection for these circumstances.

Please wear the appropriate PPE for your safety and the safety of those around you.

PPE (Personal Protective Equipment)

- In addition to face masks and shields, PPEs will be required for certain areas within the facility.
- Please follow all restrictions and guidelines requested by the department.
- PPEs include:
 - Gowns
 - Gloves
 - Face shields
 - Face masks
- PPE must be worn if you may come into contact with any bodily substances or chemical hazards.

Minimum Safety Measures to Stay COVID-Free While Providing Direct Patient Care

Eye Protection
(Goggles or Face Shields)



Medical Mask



Gloves When
Touching Patient



Hand Hygiene



Social Distancing

- HPH is dedicated to keeping all volunteers, staff, patients, and the community safe to the best of our abilities.
 - In addition to face masks and appropriate PPE gear, social distancing will also be implemented.
- **Social Distancing**
 - Please remain at least 6 feet apart from others.
 - Refrain from walking in groups.
 - Refrain from catching the elevator with 4+ people.
 - Refrain from lingering in enclosed areas (i.e. work stations, offices, dining room, etc.).

Be a Responsible Volunteer.

If you show any signs below, please stay home and call your physician.

Symptoms of COVID-19 include

- Fever or chills
- Cough
- Shortness of breath or difficult breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Be Vigilant

- Be sure to wash your hands for 20 seconds with warm water – especially after being in public spaces, blowing your nose, coughing, or sneezing.
- If there is no access to soap and water, please use a hand sanitizer that contains at least 60% alcohol.
 - Hand sanitizer dispensaries provided in most areas of facilities.
- Avoid touching your eyes, nose, and mouth.

Be Vigilant (continued..)

- Wear face masks at all times:
 - Be sure face mask is correctly fitted on face covering nose and mouth.
 - Do not remove facemask to speak.
 - Do not remove facemask when sneezing/coughing.
- If masks are not worn (i.e. while eating), sneezing and coughing should be done:
 - Into shoulder
 - Into tissue (should be discarded immediately)
- Wipe down commonly used areas with appropriate disinfectant wipes.

COVID-19 Vaccine

- Why should you be vaccinated for COVID-19?
 - Evidence indicates that getting a COVID-19 vaccine can prevent you from getting seriously ill from COVID-19. It can also help protect people around you, particularly those at increased risk for severe illness from COVID-19.
- CDC recommends you get a COVID-19 vaccine as soon as one is available to you.
- Volunteers who choose to return to the medical centers at this time must be vaccinated.
- Volunteers electing not to take the COVID-19 vaccine will be asked to take a leave of absence from the program until a return date is determined.

Influenza Vaccination

- The “flu” vaccination shot is a requirement for all volunteers at all facilities -- Pali Momi, Straub, Kapi‘olani medical centers on O‘ahu; and Wilcox on Kaua‘i.
- Volunteers electing not to take the flu shot will be asked to take a leave of absence (LOA) from the program until the end of flu season (to be determined).
- Should there be any questions, please contact:
- O‘ahu:
 - Volunteer Office: (808)983-6333
 - Employee Health: (808)529-4905
- Kaua‘i:
 - Volunteer Office: (808)245-1143

Volunteer Responsibilities

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Dress Code

- **Uniform requirements remain unchanged and includes:**
- *ID Badge:*
 - The volunteer I.D. badge must be worn at all times while volunteering for security purposes.
 - For vaccinated volunteers, COVID stickers will be distributed as shown in photo.
- *Face masks* must be worn at all times when entering, exiting, and throughout the medical centers.

Please call the Employee Health office if:

- You have been in contact with someone diagnosed with COVID-19.
- You have traveled within the past 14 days.
- You have questions regarding returning from upcoming travel plans.
- You would like to make an appointment. (Please do not walk-in.)

*Any questions/concerns, please notify the Volunteer Office or
Employee Health General Line: 529-4905*

Thank you. You have completed the COVID-19 training for returning volunteers. Please refer to email for additional instructions.