

COVID-19 Safety Protocols for Volunteer Led Tax sites

1. Each host site will be responsible for following its own COVID-19 Preparedness and Response Plan. If the response plan does not include health screening, site coordinators will be responsible for ensuring every person entering the tax preparation area completes a health screening form. If a person answers “yes” or positively to any of the questions on the screening form, the individual will not be allowed to enter the tax site and will be instructed to contact their health care professional. Collected forms will be maintained on record in the site box until disposed of by the Accounting Aid Society at the end of the tax season.

2. In addition, volunteer coordinators are responsible for:
 - a. Ensuring all volunteers, clients and anyone else in the tax preparation area properly wears face masks at all times (when the community covid level reaches high status);
 - b. Ensuring social distancing of 3 ft to 6 ft is maintained;
 - c. Surfaces and implements used during tax preparation are sanitized after each client departs;
 - d. Restricting entry to taxpayers (and spouses when applicable) with appointments. Children are not allowed at tax sites; and
 - e. Reordering COVID-19 supplies as needed by submitting a request to HR@accountingaidsociety.org.

If you have any questions or concerns, please contact Rhonda McCleese via email at HR@accountingaidsociety.org.



Visiting Office COVID-19 Self Screen Survey

In an effort to reduce the risk of COVID-19 exposure and track office visits, anyone visiting our offices must complete the following survey beforehand. Prior to entering the building, clients will be screened by the Site Supervisor and entered into this survey.

Name _____

Contact Number _____

Office:

Please answer the questions below, circle the option that best describes your experience.

1. Have you been in close contact with a person diagnosed with COVID-19 in the last 14 days?

YES

NO

2. Do you currently have a temperature above 100.4 F?

YES

NO

3. Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath, sore throat, or other respiratory problem)?

YES

NO

4. Have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional in the past 14 days?

YES

NO

5. Have you been tested for COVID-19 and still awaiting results?

YES

NO

IMPORTANT NOTE: If you have responded “YES” to any of the questions listed above, exit the building and reschedule your appointment after receiving negative results