

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;
 - 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

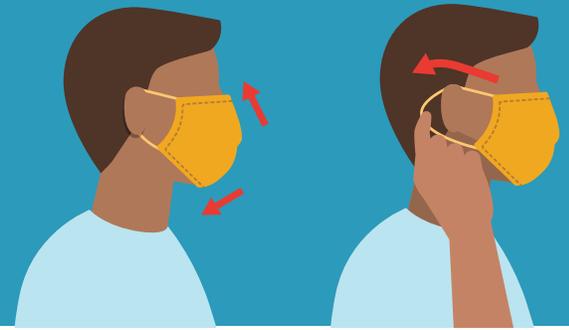
IMPORTANT NOTE: If you have responded “YES” to any of the questions listed above, exit the building and reschedule your appointment after receiving negative results

How to Wear and Take Off Your Mask

Accessible link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

How to Put On and Wear Your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask
- Put it over your face and mouth
- Be sure your mask fits snugly against the sides of your face and under your chin
- Make sure you can breathe easily



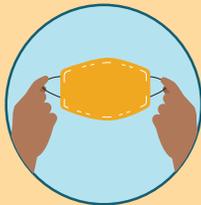
Wear a Mask to Protect Yourself and Others

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings, especially when you cannot stay six feet apart from people who don't live with you

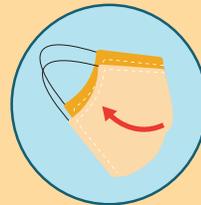
How to Take Off Your Mask



Untie the strings behind your head or stretch the ear loops



Handle only by the ear loops or ties



Fold outside corners together



Wash hands immediately after removing

Other Ways to Protect Yourself

- Stay at least 6 feet away from others
- Avoid crowds and places with poor ventilation
- Wash your hands often
- Get a vaccine when it is offered



STOP THE SPREAD OF GERMS AT WORK



- **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

- **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



- **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

- **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



- **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.