

Training Plan for Site Coordinators

ProjectProtect

*In partnership with Intermountain Healthcare,
University of Utah Health and Latter-day Saint Charities*

Instructions

Thank you for your willingness to lead a distribution site for *ProjectProtect*! Please follow the plan below to ensure distribution of kits goes smoothly, and that all volunteers are safe and have a positive experience.

Preparation

- Carefully review the Distribution Volunteer Training document yourself.
- Print a copy of the Distribution Volunteer Training document for each person.
- Print a copy of the Registration Confirmation for each registration support volunteer.
- Coordinate with Deseret Industries manager on how to best utilize their workers.
- Determine how many of each role (e.g. greeter, expeditor, etc.) you will need at your site.
- Set up PPE station, prepare signage, and place kits on racks.

Opening Meeting

- Welcome and thank all volunteers for coming.
- Maintain social distancing during the meeting.
- Review Distribution Volunteer Training document with all volunteers.
- Assign each volunteer to a specific role.
- Distribute and review Registration Confirmation document with registration support volunteers.
- Explain need to hand out Assembly Guide Instructions with each kit distributed.
- Orient volunteers to where restroom facilities are located.
- Discuss plan for taking breaks when needed.
- Demonstrate proper donning, doffing of PPE during shift.
- Encourage volunteers to remind each other of safety guidelines.
- Solicit any questions from group.
- Check off Intermountain and U of U Health workers for attendance.

Supervisory Duties During Shift

- Observe critical safety behaviors of volunteers.
- Remind volunteers to follow safety guidelines.
- Take corrective actions as needed to ensure safety guidelines are followed.
- Coordinate filling role coverage as needed for those taking breaks.
- If a volunteer looks fatigued, have them swap roles or take a break.
- Provide encouragement and positivity!

Closing Meeting

- Debrief about how the event went.
- Maintain social distancing during the meeting.
- Thank volunteers and have a closing cheer.
- Check off Intermountain and U of U Health workers for hours worked.

Distribution Volunteer Training

ProjectProtect

*In partnership with Intermountain Healthcare,
University of Utah Health and Latter-day Saint Charities*

Welcome

Thank you for taking part in this important effort to get critical personal protective equipment (PPE) to caregivers in our community. Please follow the guidelines below to ensure your own safety and the safety of sewing volunteers.

Safety Guidelines

- Wear appropriate PPE.
 - Wear a face mask and gloves at all times.
 - Wear a face shield if it is necessary to speak to the public through car windows.
- Practice appropriate social distancing.
 - Always maintain a 6 ft distance from others.
 - Use signage rather than speaking through windows wherever possible.
- Follow strict hygiene standards.
 - Avoid touching your face, cover coughs or sneezes with sleeve or elbow, not your hands.
- Remind one another of these guidelines as necessary.

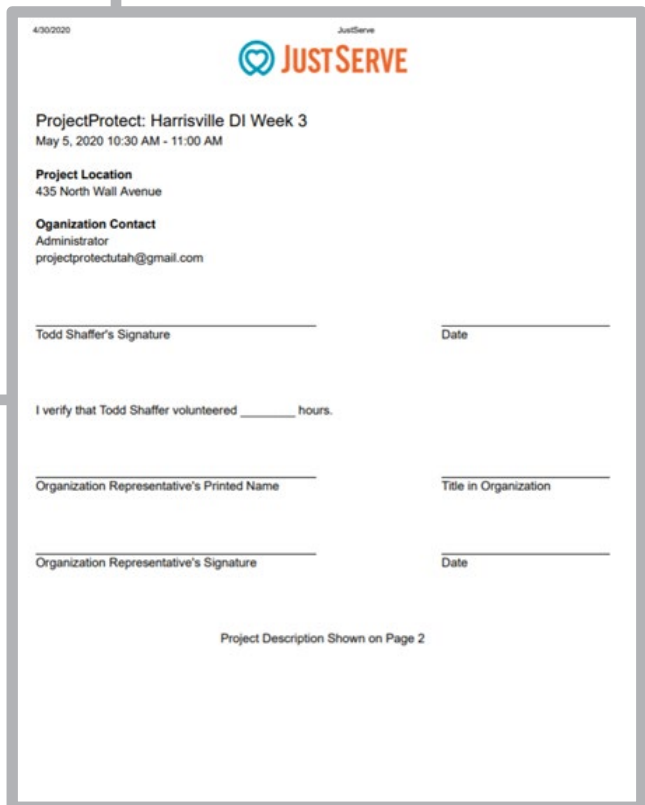
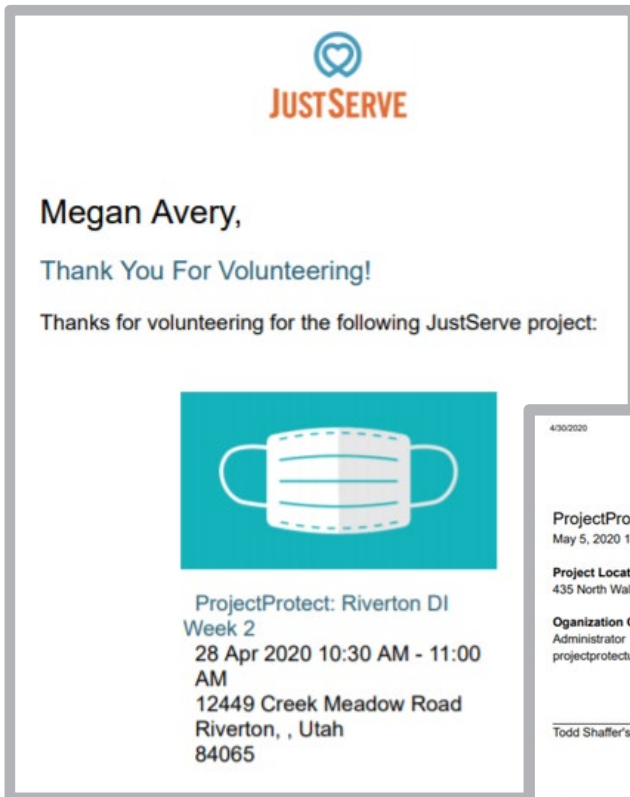
Volunteer Roles and Signs for Distribution of Kits

- Greeter (Welcomes drivers as they arrive.)
 - Sign: Welcome! | No DI Donations Accepted Today
- Expeditor(s) (Walk along the line of cars, direct traffic, ensure drivers read signs.)
 - Sign: Do you have your confirmation? | Please display copy on dash.
 - Sign: Did you register? | Please pull over to the side.
 - Sign: Move Forward Slowly | Please stay in your car.
- Registration Support : (Verifies registration confirmation.)
 - Sign: Please put your Registration Confirmation on your Dash!
- Kit Distributor (Hands out kits and Assembly Guide instructions.)
 - Sign: Pop your trunk. | Roll down your rear window.
 - Sign: Please stay in your car. | We will put your kit in.
- Cheer-giver (Thanks drivers and provides encouragement.)
 - Sign: Thank you! | You are saving lives!
 - Sign: Share your story with #projectprotect | Tag @UofUhealth @LatterdaySaintCharities, @Intermountain

Volunteer Roles and Signs for Drop-off of Kits

- Greeter (Welcomes drivers as they arrive.)
 - Sign: Welcome! | No DI Donations Accepted Today.
- Expeditor(s) (Walk along the line of cars, direct traffic, ensure drivers read signs.)
 - Sign: Move Forward Slowly | Please stay in your car.
- Kit Collector (Stands by the drop-location.)
 - Sign: Please stay in your car. | Roll down window and place kit on rack.
- Cheer-giver (Thanks drivers and provides encouragement.)
 - Sign: Thank you! | You are saving lives!
 - Sign: Share your story with #projectprotect | Tag @UofUhealth @LatterdaySaintCharities, @Intermountain

Please put your Registration Confirmation on your Dash!




What to do if they don't have a confirmation

- Direct them to pull into a dedicated lane or area in which someone can help them using the Registration Confirmation Help document.

Registration Confirmation Help

1. Go to Justserve.org

2. Sign in

3. Tap- 


4. Tap-  **Your Name** ▾

5. Tap- My Dashboard


6. Tap-Upcoming (Wait a few seconds)



Not there?

1. Tap- 

2. Tap-  **Your Name** ▾

3. Tap- Notifications 

4. View-

- The project, "ProjectProtect: Layton DI Week 3 - Tue, 05 May 2020 11:00 AM", happens in less than three days.



Still not there? Your registration is not found. Please register again!

JustServe App Registration Confirmation



1. Search

Discovering opportunities near

Search Options Near Me

2. Tap



**PROJECTPROTECT: HARRISVILLE DI
WEEK 4** 

May 12, 2020
Multiple times available
Harrisville, Utah

Sew clinical masks for healthcare workers
in your community to help with COVID-19.
Pick up your kit of materials on Tuesday...

3. View



**PROJECTPROTECT: HARRISVILLE DI
WEEK 4**

May 12, 2020
Multiple times available
[435 North Wall Avenue](#)
[Harrisville, Utah 84404-3562](#)

Location Contact
Administrator
projectprotectutah@gmail.com

UNVOLUNTEER
