



Open Door Art Door Rules for Volunteers

1. Most importantly, please accept our sincere appreciation for your willingness to become involved with the individuals served by Columbus Center for Human Services, Inc. You will shortly learn just how much your efforts mean to the individuals involved!
2. Always sign in when you volunteer. Signing in allows us to track your volunteer hours and give you the proper credit for your time.
3. Always treat residents with courtesy and respect. Notify staff if you observe someone being treated disrespectfully.
4. Protect the right of residents to participate in decisions and to voice their grievances.
5. Never reveal confidential information about the people you meet with anyone who does not have a need to know.
6. All of our employees are trained to use gloves whenever helping residents with certain issues of personal hygiene and to wash their hands after providing care. This practice is called Universal or Standard Precautions and is used by everyone in the healthcare industry to prevent the spread of bloodborne diseases. Whenever an individual needs help with toileting or other personal hygiene tasks, please ask for an employee to provide assistance. If you do have contact with saliva, urine, blood, or other body fluids, please wash your hands immediately and notify the Volunteer Coordinator.
7. When assisting someone in a wheelchair, notice if the person is keeping their wheelchair brakes and seatbelt on. If you notice that they are not, offer to help the individual with the brakes and seatbelt. Individuals have the right to refuse your assistance. If an individual asks you to “pull them up” or to make some other physical adjustment, please ask a n employee to provide the assistance.
8. If an individual complains of being sick or actually becomes sick, notify an employee immediately. If an individual becomes injured, it should also be reported immediately.
9. Providing individuals with snacks is not recommended due to certain medical conditions that individuals may have including diabetes, restricted diets, or difficulty swallowing or chewing. Always check with an employee first.
10. If an individual becomes angry with a peer or with you, ask for staff assistance. Frequently, guidelines have been developed for providing a consistent means of intervention in such situations.
11. If an individual becomes overly affectionate with you or begins to exhibit inappropriate behavior, remember that one of our goals is to teach socially acceptable ways of interacting with others in the community. Offer to shake hands. If someone makes you uncomfortable, please tell an employee immediately so that you may be matched up with another individual.

12. Our dress code is casual. However, we ask that you refrain from wearing overly revealing clothing such as short shorts, crop or tube tops, low cut shirts and tank tops. Clothing with profane or obscene logos or writing is strictly prohibited. Additionally, clothing should be in good repair and you should practice good personal hygiene.
13. If you need to cancel your scheduled time to volunteer, please contact the Volunteer Coordinator immediately at _____. Please give us as much notification as possible if you are unable to make it.
14. All volunteers under the age of 18 should provide their parent or guardian with a copy of these volunteer rules along with a copy of the Release and Waiver of Liability Form for their review and signature. Parents and/or guardians should return signed copies of both of the forms to the Volunteer Program office.
15. We welcome your questions and encourage you to seek clarification. We also welcome comments and suggestions. Please refer all feedback and questions to the Volunteer Coordinator.

I have read and agree to abide by all the volunteer rules listed in this policy.

Volunteer Signature

Date

Volunteer Name PRINTED

Parent/Guardian Signature

Date

Parent/Guardian Name PRINTED