

Denver Botanic Gardens Volunteer Safety Procedures

The Denver Botanic Gardens relies on our dedicated and passionate volunteers to assist staff in ensuring that the Gardens can meet our mission each day.

As we carefully begin the reopening process, please know that we will do our absolute best to communicate updates and changes with you as they come. We ask that you remain diligent in staying up to date on any changes to safety procedures that DBG staff communicates with you by email or onsite.

We are excited to have you back, and we know you miss connecting with everyone at the Gardens. Please know that what is best for your health and your family is best for the Gardens and our volunteer community.

As we gain more opportunities to reconnect onsite, to help keep the Gardens community safe, it is imperative that all volunteers adhere to the following list of safety procedures.

- 1. If a volunteer is sick, not feeling well, or has a fever the volunteer should notify Volunteer Services staff as soon as possible and stay home.**
- 2. Prior to coming in for a shift, all volunteers should take his/her temperature** to ensure they do not have a fever (a measured temperature of 100.4° F (38° C) or greater).
- 3. If a volunteer has come in contact with anyone who has COVID 19 or develops any symptoms of COVID 19 as indicated by the Centers for Disease Control, the volunteer will need to follow the Gardens Volunteer COVID Response Guidelines found on the Volgistics homepage.**
- 4. If a volunteer travels internationally or domestically prior to coming the Gardens for a volunteer shift please notify Volunteer Services staff and refer to the Gardens Volunteer COVID Response Guidelines found on the Volgistics homepage.**
- 5. Be aware of changes to general Gardens Operations and how these changes impact volunteers. Prior to your shift, check the Volgistics homepage for the most up to date information, which can be accessed here: <https://www.tinyurl.com/DBGVolunteerLogin>.**
Access to buildings, the volunteer lounge, and drinking fountains may be limited. Volunteers should plan on bringing water and snacks to consume during volunteer shifts.
- 6. All volunteers must sign up for shifts on Volgistics in advance.**

7. **The Gardens asks that all volunteers enter through the group gate (at York Street) or the main gate (at Chatfield) unless otherwise noted and wear a volunteer name badge.**
8. **Volunteers do not need to sign in onsite to log volunteer hours, please log hours from home within a week of completing volunteer hours. VicNet Computer/Kiosk access is not available on site during this time.** Please visit the Volgistics home page for more information on how to do this. <https://www.tinyurl.com/DBGVolunteerLogin>
9. **While volunteering at the Gardens, all volunteers are required to wear a mask or face covering that covers both the mouth and nose (all locations).** This includes while around staff, the general public, and other volunteers onsite. Masks can be taken off to eat or drink while maintaining six feet social distancing.
10. **If a volunteer needs tools or gardening gloves for a shift the volunteer should plan on bringing in clean tools and gloves.**
11. **If volunteers need to use shared tools, volunteers must clean tools thoroughly before and after use using a disinfectant towel or spray provided by the Gardens to keep our community safe.**
12. **Volunteers must maintain social distancing of 6 feet away from each other and all others at the Gardens.** This includes volunteer activities while entering, working in, visiting, and exiting the Gardens.
13. **Volunteers, as an integral part of the Gardens community, must be diligent, hand washing experts.** Volunteers must wash hands thoroughly with soap and hot water for a minimum of 20 seconds after using restrooms onsite and at the end of each shift.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
14. **Good communication is essential while working onsite at the Gardens to ensure that all safety and sanitation procedures are being followed.** Communicate with other volunteers and the Gardens staff regarding maintaining social distancing, using tools, cleaning tools and other high touch surfaces.

If a volunteer does not adhere to the Gardens safety procedures, the volunteer may be asked to stop participation in volunteer activities.

Volunteer support of and compliance with these safety procedures is greatly appreciated to keep the DBG community safe!