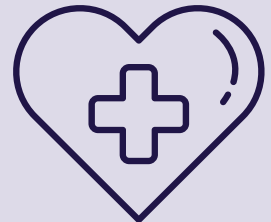


# RULES OF THUMB: SCREENING DURING A PANDEMIC

## CONTINUE TO MITIGATE RISK

- Follow all existing public health orders and stay informed.
- Talk to your insurance provider to ensure any changes you make to your screening process are still taking into account risk, accountability and due diligence.
- If you have a parent organization, talk to them to ensure you're in line with their policies and procedures.
- Learn from your peers. Talk to other nonprofit organizations and see if they have any advice or on-the-ground knowledge about potential risks in their organizations.



## CREATE NEW POSITIONS

- Take stock of your volunteer positions and see what could be done remotely. (e.g. calling senior citizens, social media, grant writing)
- Consider micro-volunteering opportunities. Micro-volunteering opportunities are short-term, project-driven, and generally done on one's own time. (e.g. quilting for those in need, editing/reviewing documents, snow shovelling)
- Use online platforms like Volunteer Connector to promote new opportunities



## ADAPT PROCEDURES AS NEEDED

- Even during a pandemic, organizations have a duty of care and need to consider individual and community safety when engaging volunteers
- Consider performing your screening procedures differently. Can in-person interviews be done by phone or video conference? Can physical application forms be put online? Could your organization train volunteers electronically?
- **If you cannot make a procedure work during the pandemic without it being a risk, be prepared to delay the work related to the program temporarily.**

