

COVID-19 Coronavirus welcoming volunteers back safely checklist



When it is safe and appropriate for you to do so, you will be wanting to welcome your volunteers back.

It is important to recognise that everyone will feel differently about this. Organisations must support their volunteers to ensure they have a psychologically healthy and safe environment. *At all times you will need to be following the latest Public Health guidelines and adjusting your volunteer programs constantly.*

Volunteering Tasmania has developed a 6-step approach to keeping informed and supporting volunteer programs with return of volunteers in accordance with the current regulations and requirements:

1. Keep updated on current restrictions and advice for people at risk
 - [Tasmania advice](https://coronavirus.tas.gov.au/): <https://coronavirus.tas.gov.au/>
 - [Australia advice](https://www.australia.gov.au/): <https://www.australia.gov.au/>

Advice for people at greater risk of more adverse outcomes due to coronavirus:

 - [Tasmania advice](#)
 - [Australia advice](#)

[Justice Connect](#) website

 - Managing the return of volunteers to the workforce resource

Equal Opportunity Tasmania:
[Brochures](#)
[Podcasts](#)
2. Implement Return to Workforce agreement for all volunteers, for self-identification for those who are in vulnerable categories
 - [Resource: Return to Office - Workforce Agreement](#)
3. It may be appropriate within your organisation or volunteer program that you may request all those self-identifying as vulnerable to visit their doctor and develop an individual [COVID Action Plan](#)
4. It may be appropriate within your organisation or volunteer program that you have individual interviews with all at risk volunteers, taking into account the stage of the pandemic, the risk levels of their volunteering role and the information provided in their COVID Action Plan
5. Redesign volunteering roles as needed (if possible) Step four of [Resource 8: Return to Volunteering Programs](#)
6. Inform at risk volunteers if/when a volunteering opportunity is not currently safe *and not yet returning*. This will need to be assessed on public health guidelines and based on each personal situation

Complete the following checklist of considerations in welcoming your volunteers back safely:

- ✓ Have you reached out to each volunteer individually to understand their plans, how they are feeling and their intentions on whether they are returning?
- ✓ Have you developed a return to work plan for each volunteer based on their intentions, feelings and the risk assessments you have undertaken on the volunteering program?
- ✓ Have you communicated the return to work plan with each volunteer and gained their feedback?
- ✓ Are you regularly, openly and clearly communicating with all volunteers and staff about their return to work plans and expectations?
- ✓ Have you undertaken workforce planning now that you understand who will be returning?
- ✓ Will you have gaps in your service delivery if some volunteers decide not to return?
- ✓ Have you communicated with your volunteers and staff about the safety precautions you are putting in place to ensure that they and the clients you serve will be able to return to the workplace safely?
- ✓ Have you thought of all the workplace psychological health considerations with volunteers and staff returning post pandemic? (Note: during the 2020 COVID-19 pandemic [WorkSafe Tasmania](#) released steps to manage risks to psychological health for organisations to implement)
- ✓ Is your management team leading the way in promoting a healthy work environment to ensure volunteers and staff feel supported and welcome?
- ✓ Do your volunteers have access to an EAP program? If not, can you expand your existing workplace program to cover volunteers?
- ✓ Do you have a communication plan in place to ensure that you are supporting and checking in with volunteers and staff in an ongoing capacity including?
 - Information on how their work is contributing to and assisting the community
 - How they are feeling
 - If there is any further support, they may need
- ✓ Have you re-inducted and trained all of your volunteers into the volunteering program and communicated any changes that may have been made including all health and safety training they may need to undertake their role safely?

CONTACT