



Memorandum

TO: All Administrators
DATE: November 16, 2020
FROM: James E. Yapias, Director of Development and Salt Lake Education Foundation
RE: Volunteer Support during COVID-19

Dear Administrator:

During this national emergency, we understand many individuals may want to help. However, all volunteer activities must follow critical health and safety protocols so we can protect students, staff and volunteers.

Due to the COVID-19 pandemic, schools may limit the numbers of individuals allowed in the buildings, including community members who wish to volunteer. There are additional steps that schools need to take to keep everyone safe. We are closely following updates and recommendations from the CDC and local government.

COVID-19 Volunteer Guidelines:

- Do not allow individuals to volunteer who have experienced symptoms related to COVID-19 such as fever, cough or shortness of breath.
- All volunteers must be approved by a school administrator and, if required, have a background check completed.
- All school principals must designate one member of their staff to act as the volunteer coordinator for the building.
- The number of volunteers permitted is at the discretion of the school principals; however, to maintain social distance standards, no groups larger than 10 people are allowed at any time.
- Volunteer coordinators will ensure that all volunteers adhere to COVID-19 safety procedures.
- Volunteers wishing to work in a digital environment must have their activities approved by IT and complete student data privacy training. Please have these volunteers contact Liz.Young@slcschools.org for details.
- All pre-existing volunteer guidelines will continue to be followed.
 - All volunteers must check in and out at the office through the kiosk and receive a name badge.
 - Volunteers who will be working with students out of view of the teacher or school staff must have a check mark on their printed badge indicating they are permitted to work independently with students.
 - Volunteers must adhere to all district guidelines outlined in policy C-1.

Background Check Process:

The link to access your kiosk application is: <https://apex.slcschools.org/apex/f?p=119>.

The visitor welcome screen will contain a blue **Register to Volunteer** button. This button brings volunteers to the **Get Involved** volunteer form.

Any volunteer, at any time, can access the **Get Involved** volunteer form from the button on the district and foundation websites: <https://www.saltlakeeducationfoundation.org/get-involved/volunteer/> and complete this process from the comfort of their home or office before they arrive at the school kiosk, if that is more practical for the volunteer.

There are six required fields on this form:

1. School
2. **Unsupervised access question**
3. Contact phone number
4. First name
5. Last name
6. Email address

If the volunteer answers “No” to the **unsupervised access question**, the app will return to the previous page after the Submit button is clicked. If the volunteer answers “Yes” to the question, they will go to the page for Utah Code 53E-6-401. On this page, the volunteer is presented with the following question:

“Have you held a paid position in the last three years where you have had unsupervised access to students or children (both under 18)?”

- If the volunteer answers “No,” then all the required fields are filled in (with N/A) and the volunteer is sent the information to participate in fingerprinting at the Liberty Community Learning Center.
- If the volunteer answers “Yes,” then the volunteer will be required to fill in the information.
- Once the information has been filled in, the principal will receive an email with a link to fill in the Utah Code 53E-6-401 information regarding work references.
 - Once the principal answers and approves the work reference questions, an e-mail is sent to the volunteer, informing the volunteer to schedule an appointment with Victoria Palauni to be fingerprinted. An e-mail is also sent to Victoria.Palauni@slcschools.org to let her know that the volunteer will be contacting her to schedule fingerprinting. There is a **\$31.25** fee for the background check. To request an appointment for fingerprinting call 801-578-8588.

Every volunteer who has been fingerprinted and approved will be identified in your building by a check mark on their volunteer badge.

For more information, please visit our Volunteer Frequently Asked Questions:

<https://www.slcschools.org/departments/salt-lake-education-foundation-and-development-office/volunteers-frequently-asked-questions/>

Please contact the following employees if you have additional questions about volunteer background checks:

Victoria Palauni, Victoria.Palauni@slcschools.org, 801.578.8588
Liz Young, Liz.Young@slcschools.org, 801.578.8212

I hope this information is of help to you.

Sincerely,



James E. Yapias
James.Yapias@slcschools.org