

# Volunteer Health and Safety Guidelines

Dear [Volunteer's Name],

We are grateful for your commitment to our organization. As you prepare to volunteer, we want to ensure your safety and well-being through the following guidelines:

## 1. General Health and Safety

- Please stay home if you are feeling unwell.
- Wash your hands frequently and use hand sanitizer when necessary.
- Report any injuries or medical emergencies immediately to the coordinator.

## 2. Personal Protective Equipment (PPE)

- Use provided PPE as instructed, including masks and gloves.
- Ensure PPE is worn correctly and disposed of appropriately.

## 3. Social Distancing

- Maintain a distance of at least 6 feet from others.
- Avoid close contact, especially in crowded areas.

## 4. Emergency Procedures

- Familiarize yourself with emergency exits and procedures.
- Know the location of first aid kits and the designated emergency contact.

Thank you for your attention to these important health and safety guidelines. Your cooperation helps ensure a safe environment for everyone.

Sincerely,

[Your Organization's Name]

[Contact Information]