

CITY OF OAKLAND COVID-19 Volunteer Safety Guidelines

YOUR ACTIONS SAVE LIVES. Wear a face covering, wash your hands often, avoid touching your face, and stay home when you are sick. Comply with the Alameda County Health Officer's orders (www.acphd.org/2019-ncov.aspx) and the City's COVID-19 updates and with Oakland's (www.oaklandca.gov/topics/covid-19).

PRIOR TO PARTICIPATING IN A CITY-SPONSORED VOLUNTEER ACTIVITY:

- Take your temperature to determine whether you have a fever and assess whether you have any other COVID-19 symptoms such as:
 - Persistent coughing
 - Shortness of breath
 - Sore throat
 - Headache
 - Body or muscle aches
 - Chills or repeated shaking with chills
 - Recent loss of taste or smell

YOU MAY NOT PARTICIPATE IN A CITY-SPONSORED VOLUNTEER ACTIVITY IF:

- You have a temperature of 100.4 degrees Fahrenheit/38 degrees Celsius or higher, are experiencing any of the above symptoms or feel otherwise unwell.
- You or a household member has experienced any of the above symptoms within the last 14 days.
- You or a household member have been diagnosed with COVID-19 within the last 30 days and have not been medically cleared as non-contagious.
- You are aware that you or a household member has been exposed to someone who has been diagnosed with COVID-19 within the past 14 days.

DURING THE VOLUNTEER ACTIVITY YOU MUST:

- Wear a face covering when working inside or when working outside within 30 feet (two car lengths) of another person who is not a member of your household.
 - Face covering must be made of cloth or other soft permeable material, without holes, that covers the nose, mouth and surrounding areas of the lower face.
 - Face coverings may not have a one-way valve (an "exhaust valve").
 - A clear plastic face shield is not a face covering, although you may wear a face covering and a face shield together.
- Stay at least 6 feet away from non-household members, even while wearing a face covering.
- Refrain from sharing tools and equipment.

BE SAFE AND STAY HEALTHY!



Oakland Public Works, Environmental Services, Adopt a Spot Program
250 Frank H. Ogawa Plaza, Suite 5301, Oakland CA 94612

510-238-7630, AdoptASpot@oaklandca.gov

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Oakland Public Works VOUNTEER WAIVER & RELEASE OF LIABILITY and COVID-19 Precautions

I, _____, am voluntarily participating in the Oakland Public Works volunteer program at _____. I have read and agree to follow the Volunteer Guidelines (attached) and COVID-19 Volunteer Safety Guidelines (above). I acknowledge my participation in these events does not come without the risk of injury or harm; I accept this risk, and assume responsibility for all liability and risk associated with my participation.

I acknowledge the contagious nature of COVID-19 and understand there is a risk of my becoming infected by the COVID-19 virus by participating in the volunteer activity, even if I take all required precautions.

I agree to hold harmless, release, waive and forever discharge the City of Oakland, its employees, departments, officers and agents, from any and all claims or demands I may have by reason of any accident, illness, injury, loss, destruction or damage to property, arising or resulting directly or indirectly from my participation in this activity. I further covenant not to bring any legal action against the City of Oakland, its employees, departments, officers and agents, for any injury, loss or damage resulting from my participation in this activity.

This Waiver and Release is contractual and not a mere recital and applies whether or not injury, illness or loss resulting from this activity is caused by an act or omission of the City, its employees, departments, officers or agents, negligent or otherwise.

This Waiver and Release is binding on my heirs, executors, administrators, assigns, and all of my family members, and applies to all losses, whether known or unknown, suspected or unsuspected, related to my participation in this activity.

I hereby grant permission to the City of Oakland to use photographs and video of me taken during this activity on its website and in other publications, at the City’s sole discretion and without further consideration.

I have read and understand the information contained in this Waiver and Release. This Waiver and Release was executed on _____ in Oakland, California and is valid for a 12 month period from the date of signing.

Print Participant’s Name **Age (if under 18)** **Signature of Participant*** **Date**
**If under 18 years old, parent or guardian must also sign below.*

Print Parent/Guardian Name **Signature of Parent/Guardian** **Date**



Oakland Public Works Volunteer Guidelines

Thank you for your dedication to Oakland! Your well-being and satisfaction are important to us. All volunteers are expected to conduct themselves in a safe, courteous, and legal manner while participating in activities on City property or right-of-way. Please follow these guidelines:

General Conduct

- Always be courteous.
- Never use vulgar language or engage in threatening or disruptive actions.
- Never make unauthorized changes to City property or right-of-way, including landscaping.
- Keep foreign mulch and soils off City property and right-of-way, unless pre-authorized by Public Works.

General Safety

- Wear appropriate footwear, clothing, sunscreen, and eye protection.
- Stay hydrated.
- For Emergencies, call 911, or from a cell phone call 510-777-3333 (Oakland).
- In the event of injury while volunteering, please notify City of Oakland staff ASAP at adoptaspot@oaklandca.gov, 510-238-7630.

Tool Safety

- Do not use power tools.
- Carry tools carefully to avoid hitting others. For example, carry tools vertically with the tool pointed down.
- Always use the right tools for the job. Ask a team leader or City staff if you are unsure.
- Never allow children to play with tools or to use sharp tools.
- Always keep your tools close to you.
- When not using tools, neatly place them out of the way to prevent trip hazards.
- Count and clean your tools after an activity/cleanup.
- Return borrowed tools and supplies, as agreed. Tool Request Form available at www.oaklandadoptaspot.org.

Traffic Safety

- Stay out of the street when possible.
- Cross streets at signals or crosswalks, not mid-block.
- When working in or around a gutter, work from the sidewalk.
- If working near traffic, wear a bright reflective work vest or bright-colored clothing.
- Contact Environmental Services to assess or assist with traffic calming/coning.

Working near Waterways

- Always work with a partner near water.
- Avoid touching [poison oak](#). Bathe and wash clothes after suspected contact.
- Watch your footing on slopes and shorelines.
- Never allow children to work on steep slopes or near shorelines without adult supervision.



Debris Removal

- Always sweep, rake or shovel glass. Never pick up sharp objects with your hands.
- Never touch medical or hazardous waste (including hypodermic needles, automotive fluids, unknown fluids and materials). Report hypodermic needles to OAK311 and hazardous waste in the public right of way to the Oakland Fire Department at 510-444-3322.
- Separate collected materials into recycling, green waste and garbage.
- Dispose of recycling in your residential grey recycling cart.
- Dispose of small amounts of trash in your residential burgundy garbage cart. Larger amounts of trash placed in clear plastic City-issued bags can be picked up by Public Works. Bags supplied by request.
- Dispose of small amounts of green waste, such as leaves and trimmings, in your residential green cart. Waste Management will pick up green waste in paper bags placed next to your residential green cart on your normal trash pickup day.
- Debris boxes can be requested with one month's notice for large cleanups.

Working near Homeless Encampments

- Public Works does not authorize volunteers to work within homeless encampments.
- When staging debris for Public Works pickup, please leave volunteer debris bags at least 50 feet from a homeless encampment. This is to ensure that volunteer debris bags are not confused or mixed up with personal belongings of residents of the encampment. Bags placed too close to the encampment will not be picked up by Public Works.

Coordinating with Public Works to pick up City-issued trash or green waste bags

- **Park, median, and large volume pick-ups need pre-approval.** Please contact Environmental Services at least two weeks in advance if you anticipate needing City assistance disposing of large amounts of trash or green waste. At least one month notice is needed for debris box requests.
- Consolidate bags into one or few locations on street corners or near accessible litter containers in parks. Place bags in a safe location that does not block the street or public right of way, such as by a street corner or next to a litter container.
- For street cleanups, report collected debris to the Public Works Call Center at 311, or direct at (510) 615-5566 (Mon-Fri between 8am – 4:30pm), or report online 24/7 by emailing OAK311@oaklandca.gov or via the OAK311/See Click Fix smart phone app.
 - Report the type of debris, number of bags, and nearest address or intersection.
 - *Contact Environmental Services at least two weeks prior to your event to facilitate timely pickup.*
- Contact the Adopt a Spot program if you are having challenges with debris pickups.

Note: The City reserves the right to immediately withdraw support for any volunteer if, at the sole discretion of the City, the volunteer's conduct while participating in volunteer activities on City property or right-of-way is determined to be inconsistent with these Volunteer Guidelines or violates any local, state or federal law. Withdrawal of support may include repossession of loaned tools and revocation of related Adopt a Spot Agreements.

