



Volunteer Baker COVID-19 and Sanitation Agreement

Due to the unprecedented risks posed by the COVID-19 global pandemic, and in an effort to ensure that HOPE of Winston-Salem (HOPE) volunteers understand the potential risks of exposure and/or infection posed by volunteering, HOPE is requiring each volunteer to sign this agreement. The agreement is necessary due to the risks posed by the highly transmissible nature of the Coronavirus and COVID-19. HOPE has been and will continue to be guided by federal, state, and local mandates and guidelines, and the medical information incorporated into those guidelines, in its efforts to develop a protocol designed to minimize the risk of COVID-19 exposure and/or infection. These efforts, however, require the cooperation of everyone who volunteers or even donates. By donating baked goods and signing below, I attest to:

- That I am not experiencing any symptoms of illness such as a fever, cough, or shortness of breath. If I develop these symptoms, I agree that I will cancel my responsibilities, as far in advance as possible.
- I am aware that I must follow the safety and hygiene protocols that have been implemented by HOPE.
- I attest that:
 - I have not traveled to a highly-impacted area within the United States or internationally within 14 days of baking responsibilities.
 - I do not believe that I have been exposed to a person with a confirmed or suspected case of COVID-19.
 - I have not been diagnosed with COVID-19.
 - I am following recommended guidelines as much as possible (practicing social distancing, using a mask where and when recommended by the CDC, and otherwise limiting my exposure to the coronavirus).
- I will make management (Scott Best or Salem Kirby) at HOPE aware of any changes in the above information within 14 days of food contact so that proper precautions may be taken.

HOPE accepts some donated, baked items, and adheres to strict food safety guidelines for the baked items that we accept. By donating baked goods and signing below, I agree to:

- Properly sanitize all tables, countertops, preparation surfaces, utensils and equipment which will come in contact with baked goods before use.
- Keep refrigerated ingredients at 41 degrees F or below until use.
- Store dry foods between 50 degrees F and 70 degrees F, away from sunlight.
- Properly restrain my hair (using a hat or hair net) while baking.
- Use disposable gloves to transfer baked goods from pans to bags for storage.
- Wash my hands (for a minimum of 20 seconds) frequently to prevent contamination.
- Maintain proper hygiene which includes not smoking or eating, or allowing pets, in the food preparation area.
- Use a thermometer to ensure proper internal temperatures.
- Fully cool baked goods before transferring to storage bags.
- Strictly adhere to the ingredients listed in the healthy treat recipes provided by HOPE
- Ensure that donations are properly labeled and that a record of items are included with the baked goods before leaving the property of HOPE.

Volunteer Name:	
Date:	
Signature:	
Telephone Number:	
Email Address:	