

## Volunteer Shifts and Precautions Sample letter

Dear Volunteers,

Thank you all for your patience and willingness to show up for MACC as we navigate a response to the COVID-19 pandemic and try to create the safest possible shelter for the public, our volunteers, and the animals.

**Starting Saturday, March 21st**, to limit the number of people inside the MACC building, we are moving to limited capacity volunteer shifts. The two shifts are 8am -12pm and 12pm-4pm. During these shifts I will allow **4 dog volunteers and 2 cat volunteers per 4 hour block**. These shifts have been added to Volgistics for the next two months. If all of this settles sooner I will remove them and add back our other volunteer shift options. For now, please get on there and schedule yourself.

You must:

1. Sign up on Volgistics prior to your shift.
2. Continue to sign in and out when you are here.
3. Wear gloves when digging in the treat bins for animals.
4. Toss all aprons and leashes into laundry post shift.
5. Continue to wash your hands frequently when you are here, adhere to spatial distancing, and sanitize surfaces after use of common areas.

Important things to consider:

If you are a dog volunteer, I would like to prioritize playgroups at this time, as much as possible. This will maximize our efforts at enrichment and I may designate one or two of you as a dog runner if you aren't working the play groups. If you are a red belt, and sign up, please note that I may reach out to you and ask that your spot be filled by a blue or black belt so that all animals can get out while our shifts are limited.

If you are someone that comes daily, please be mindful of sharing shift space with others who may want to keep coming to the shelter to help. Breaks are necessary for us all and we must work together to successfully navigate through this.

If someone in your home is ill, if you have possibly been exposed or are feeling ill in ANY way – please do not come to volunteer at the shelter.

Lastly, as we enter uncertain times and move to appointment only for foster and adoption, I am asking each of you to consider opening up your home to fostering an animal, possibly for a bit longer than our typical day or two bow wow breakout. **If we can keep our shelter census low we can better help our community and the animals that will need us in the future. Please encourage your friends and your**

**family and your work and media networks to foster. The time to help is now.** After Friday, appointments will need to be made with Jenny to foster dogs and with our Adoption Counselors to adopt. You, and friends and family can fill out a foster application at [fosterdogsnyc.com/nashville](https://fosterdogsnyc.com/nashville) and then email Jenny at [Foster.macc@nashville.gov](mailto:Foster.macc@nashville.gov) to set up a time to pick up an animal.

Thank you for reading. I know we are all feeling the angst of the times. Continue to treat each other with kindness, sign up for your shifts (I will send folks home for showing up unannounced) and please reach out to me with ANY and ALL questions. If you had already scheduled for this weekend, I have deleted and added the new shifts, so please hop back online and do that again with the new guidelines. If you need help, email me asap. I am here for you.

Go MACC PACK! We got this!