

## VOLUNTEER POLICIES AND PROCEDURES

Thank you for taking time to volunteer in the Griot Garden. Your commitment to helping students and our community have access to fresh foods as well as the wonderful learning opportunity that a garden provides is much appreciated. We couldn't do it without you!

### HEALTH & SAFETY

We care about you! Please follow these special precautions to keep you, your family, and our community safe from disease:

1. Do not visit the garden if you are feeling sick or showing signs of illness, if you have tested positive for COVID-19 within the past two weeks, or have had known contact with someone who has tested positive for COVID-19 within the past two weeks.
2. Visitors age 65 years or older or at a high risk for complications related to COVID-19, should consider their own personal situation and CDC recommendations when they make the decision to visit the garden. The CDC advises people in vulnerable populations to stay home and to only go out for essential purposes.
3. Wash/sanitize your hands before and after visiting the garden. Hand sanitizer is located in the garden storage box.
4. Cloth face coverings or masks are recommended for all garden visitors.
5. Follow all new and existing garden policies, especially those related to sanitizing surfaces and tools (below).
6. Have masks available for use. They are not required if your family is the only one in the garden, but are **REQUIRED** if a second family comes into the garden.
7. Maintain physical distancing (6 feet between individuals outside your household).
8. Limit interactions with people outside your household.
9. Please bring your own garden gloves.
10. Minimize direct contact with high-touch surfaces as much as possible (for example: locks, gates, tools, hoses).
11. Wash your hands and any produce you bring home to reduce contamination.

### SCHEDULE

Your schedule is managed through an online calendar, which you may access at the following address:

<https://www.signupgenius.com/go/9040945aaa629a4fa7-griot>

Please consider bookmarking this address on your computer. Garden volunteers are expected to check the calendar and update your availability as needed. The calendar will show when you are scheduled to visit the garden, and volunteers first and last names for all shifts.

If a last-minute scheduling change comes up less than 24 hours before your shift, please contact a garden team member at their number below:

Candida Goza: 206-227-0479 or [candida.alvis@wsu.edu](mailto:candida.alvis@wsu.edu)

Persons with disabilities who require alternative means for communication or program information or reasonable accommodation, please contact Anna Kitchin at [anna.kitchin@wsu.edu](mailto:anna.kitchin@wsu.edu) or 503-568-2437.

This material was funded by USDA's Supplemental Nutrition Assistance Program – SNAP. This institution is an equal opportunity provider.

La Tanya DuBois: 206-313-3890 or latanyahorace@gmail.com

Anna Kitchin: 503-568-2437 or anna.kitchin@wsu.edu

Kim Shell: 206-388-7046 or kimaries@gmail.com

## GATE ETIQUETTE

To unlock box for gate key use Code: **522**

Park in the lot on 124<sup>th</sup> Street. The Master Lock box with key inside is located under a black box on the fence.

*This is critical to maintaining a safe school environment. Please follow the directions below carefully for each visit.*

1. Locate the lock box on the gate. Open dial cover and enter the Code to unlock for gate key.
2. Unlock gate and close behind you.
3. **Carry the gate key with you at all times while you are in the garden.**
4. **After your garden visit is over, close and lock gate behind you.**
5. **Return gate key to lockbox.** To reopen lock box use original procedure.
6. Scramble numbers to engage lock. Close dial cover.
7. Wipe down the lock box and gate with a sanitizing wipe from the garden storage box.  
If the gate is already unlocked when you arrive please do not open the lock box or remove key.

## GARDEN VISIT PRIORITIES

To unlock garden storage box use Code: **BEAN**

1. Water garden beds as necessary.
2. Harvest garden produce as directed by harvesting signage (red light for not yet ready to harvest, yellow light for tasting ok, green light for ready to harvest). This harvest is for all to share, so please take what your family can eat and be mindful of how much you leave behind to be harvested by the next family.
3. Remove any weeds that you can identify from the garden beds. If you are unsure if a plant is wanted or unwanted, please leave it. Place weeds in compost bin.
4. If you notice any garden areas effected by pest damage or other issues, please let a garden team member know.
5. When you are finished, walk through the garden and look for tools or belongings left out; put away as necessary.
6. Reattach drip irrigation hoses if you detached for watering.
7. Before leaving the garden area, spray all tools and surfaces (including the watering system timer and lid of the storage box) you have touched or used during your visit with the sanitizing spray and leave to air-dry. Small items and tools can be placed into the storage box, then sprayed (they will dry even if the storage box is closed and locked).
8. Before closing and locking the garden storage box, take 2 sanitizing wipes to use to wipe down the storage box lock and the gate lock box on your way out.
9. Lock garden storage box. Use one of the two wipes to wipe down storage box lock.

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10. Make sure that all water hoses are attached, paying special attention to the junctures on the ground.
11. Take all trash (used wipes, gloves, etc) with you.