



## Rules of the Road - Employees

### *COVID-19 Rules of the Road safety guidelines for company-paid volunteering*

All volunteer sites must comply with Ford recommendations found in Ford's Non-Manufacturing Return to Work playbook found at [https://www.at.ford.com/content/dam/atford/fna/documents/PDFs/Non\\_Mfg\\_Playbook/Ford\\_ReturnToWork\\_COVID-19\\_Playbook\\_NME.pdf](https://www.at.ford.com/content/dam/atford/fna/documents/PDFs/Non_Mfg_Playbook/Ford_ReturnToWork_COVID-19_Playbook_NME.pdf) and all applicable laws including federal, state, and local orders regarding COVID-19 safety, including "stay at home" orders.

#### **EMPLOYEE RESPONSIBILITY**

- Abide by all rules and guidelines imposed by the nonprofit, including vaccination requirements
- If attending an in-person volunteer site, avoid public transportation where possible; if in personal vehicle, minimize number of occupants.
- Avoid gathering with other employees before and after the volunteer event
- Employees must complete the self-certify survey before entering a Ford facility or a volunteer site.
- Employees need to ensure you have the appropriate personal protective equipment, including face mask and face shields, if required.
- Employees are recommended to wear a face mask at all times.
- Employees must maintain social distancing and practice frequent handwashing.
- Employees must use non-contact greetings; avoid handshakes or other personal contact.
- Employees need to follow this process if you become ill during a volunteer shift.
  - Follow emergency medical process. Otherwise, report to the NGO contact, go home, monitor your symptoms and contact your healthcare provider, if needed, and notify your supervisor or HR. Report confirmed COVID-19 cases on Coronavirus Reporting site.

#### **ORGANIZATION RESPONSIBILITY**

All nonprofits are required to follow recommendations found in Ford's Non-Manufacturing Return to Work playbook found at [https://www.at.ford.com/content/dam/atford/fna/documents/PDFs/Non\\_Mfg\\_Playbook/Ford\\_ReturnToWork\\_COVID-19\\_Playbook\\_NME.pdf](https://www.at.ford.com/content/dam/atford/fna/documents/PDFs/Non_Mfg_Playbook/Ford_ReturnToWork_COVID-19_Playbook_NME.pdf) and all applicable laws including federal, state, and local orders regarding COVID-19 safety, including "stay at home" orders.

- Institute a self-certify survey for staff, visitors and volunteers.
- Make available to staff, visitors and volunteers appropriate personal protective equipment, including face masks.
- It is recommended that staff, visitors and volunteers wear face mask at all times.
- Clean and disinfect work spaces and common areas.
- Control the flow of people, design distancing measures.
- Ensure Social distancing implemented.
- Provide hand wash stations/ sanitizing areas to practice frequent handwashing.
- Inform staff, visitors and volunteers of process if they become ill during a volunteer shift.

**If the employee discovers these guidelines not being adhered to, the employee is asked to leave the volunteer site and report to [volunteer@ford.com](mailto:volunteer@ford.com).**