

Overnights of Hospitality Volunteer Evening Chaperone Guidelines

- If possible, sign up through the MealTrain site - <https://mealtrain.com/k4w5gd>
- The staff person of Father Bill's /Mainspring (FBMS) is in charge each night. Introduce yourself and review the guest guidelines located in the host site binder.
 - This includes all decisions made about guest behavior and medical clearance.
- All staff and volunteers must be vaccinated against COVID and follow CDC guidelines which include being masked at all times except when eating, when outside, and when sleeping and to maintain social distance as much as possible.
 - Proof of vaccination needs to be shown in advance. Text a photo image to 508.376.0516 or email to conmel@aol.com
- **Saturday and Sunday evenings only, the chaperone's shift starts at 5 PM at the host site, because policy requires two people during registration and screening. Monday through Friday there are two FBMS staff on site during the 5-6PM screening period.**
- Volunteer chaperones can share evening and night shifts. **Full shift is 6 PM-8 AM** unless otherwise arranged. The volunteer chaperone needs to meet the person on the 12-8 AM shift, then may choose to get some sleep.
- Chaperones should bring their own bedding – pillow and blanket or sleeping bag.
- If an emergency arises which prevents volunteer from serving, which includes being unwell, the volunteer should immediately contact Connie by calling or texting 508.367.0516.
- There will be two shifts of FBMS staff: 4 PM-12 AM and 12-8 AM.
- The FBMS staff person will be awake throughout the night. The volunteer needs to sleep in a space which is visible to the FBMS staff person, in case the staff person needs assistance.
- Any issues that arise during the evening should be discussed with the FBMS staff person, who will make the decision about how the problem is handled. When an emergency occurs, call 911, using shelter landline.
 - This includes any guest who may be asked to leave the shelter due to safety concerns or who needs medical assistance
- If there is a blood or bodily fluid spill, refer to the FBMS staff person who will follow OSHA guidelines for cleaning. An OSHA approved cleanup and First Aid kit will be at each site.
- Anyone who arrives at the shelter after the registration time (5:00-5:45 PM) must meet with FBMS staff person before a decision is made whether or not to register and admit that individual to the shelter.

- Exceptions would be guests who have late entry that is pre-arranged for work schedules, dropped off by the police, or sent from the hospital.
- Guests are expected to arrive at the host site between 5 PM and 5:45 PM but no earlier than 5 PM and remain at the shelter site until 7 AM, unless prior approval to leave earlier has been made. Notify the FBMS staff person if a guest arrives after 5:45 PM or leaves before 7 AM.
- Chores will be assigned by the FBMS staff person which may include disinfecting mats, wiping tables, cleaning bathrooms and emptying trash. You may be asked to help supervise these tasks.
- The volunteer chaperone may be asked to assist in serving the evening meal. (See Meal Preparer Guidelines located in host site binder.)
- The volunteer chaperone will coordinate with the FBMS staff person about who will supervise which smoke break. When the volunteer chaperone supervises smoke breaks, lighters will be provided to you and will be collected when the smoke break is over.
- Should a guest have a need to go outside in addition to the scheduled smoke break, the FBMS staff person may ask a volunteer chaperone to accompany that person.
- Do not give money to guests. If asked to do so, report to FBMS staff person.
- With FBMS staff person check to see that the bathrooms are cleaned before leaving.
- We encourage volunteers to share the meal and visit with our guests during dinner (while maintaining social distance), and before lights-out. Our guests have a lot to share. We have a lot to learn!
- Chaperones are asked to avoid alcohol consumption on the day they are volunteering.
- All of us appreciate your offering yourself and your time to help those who find themselves homeless. Your presence could be the key that helps move someone forward!

Overnights of Hospitality Program Coordinator

Connie Melahoures

508.367.0516

508.746.3805

Site Coordinators

First Baptist: Ray Tompkins – 508.496.4957

Christ Church: Lisa Meserve – 720.480.2711

St. Mary's: Paul Key – 617.306.8949

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