



Training Manual

2025-2026

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QUICK REFERENCE GUIDE TO TRAINING MANUAL

- This manual's layout is designed for 2-sided printing so if you print one sided, you will have multiple blank pages.
- This manual is broken down into sections that flow as the shelter week would flow. As such, the beginning is preparing for the shelter, then setting up the shelter, then shifts at the shelter and ending with breaking down and loading the trailer.
- There may be some duplicate pages. This is intentional because many Key Leaders find it helpful to only print a particular section for their volunteers. (**Helpful hint:** Select "*Print to PDF*" on the printer selection and choose which pages to "print" and then save in your electronic files so you will be able to email it to volunteers).
- Laundry instructions are on page 34 and repeated on page 87. Please be sure to have a volunteer drop off the dirty linens at the Merrimac Detention Center, 900 Merrimac Trail, next to the Jail on Route 143 on Tuesday morning by 10:00 a.m. Then have a volunteer plan to pick up the clean linens on Thursday between 2:00 - 4:00 p.m. PLEASE update the bin inventory sheets when loading the clean laundry and inventory the bins that you used at the end of the week.
- General Guidelines and Important Information are found on pages 9-11 and 25-27. Please be sure each volunteer reads these guidelines prior to working their shift.
- **No volunteer/children under the age of 16 inside the shelter while guests are present.** All volunteers 16/17 must be with a parent or guardian the entire time in the shelter. Exceptions: Youth groups (14 and up) may help serve meals during the 1st shift only in a buffet style setting behind a table with adults. Also, youth may help with unloading the trailer during shelter week setup, COFM community events or helping at the storage unit. Other than the meal serving set up above, youths under 14 ARE NOT allowed in the shelter while guests are there.

A

INFORMATION FOR ALL VOLUNTEERS

GENERAL GUIDELINES AND IMPORTANT INFORMATION

TO BE GIVEN TO EVERY VOLUNTEER

KEY LEADERS/GENERAL

1. The number (outside of minimum) and delegation of volunteer tasks shall be at the sole and absolute discretion of the COFM Host Site and Shelter Partner congregations. Shelter Managers may make suggestions.
2. It is up to the discretion of the Host Site/Shelter Partner Key Leader whether youth/youth groups will be permitted on site. If youth groups are permitted, the following applies:
 - A) **no youth volunteers under 16** are allowed at the shelter while guests are present and must be accompanied by an adult at all times,
 - B) EXCEPTION: youth 14-16 may serve meals behind a buffet table and must have a guardian present. Other than this, no one under 14 is to be in the shelter while guests are present (6 p.m.- 7 a.m.)
 - C) Anyone under the age 16-17 18 work Shift 1 but cannot be assigned Security or Check-In duties and must be accompanied by an adult at all times.
3. If there is no indoor waiting area for guests, check-in may begin prior to 6:30 p.m. ONLY during extreme weather conditions AND with prior authorization from the Executive Director (ED) or Assistant to the Executive Director (AED). CHECK-IN IS STATED TO BEGIN AT 6:30 p.m. in all printed and electronic forms so please do not state that there is an early check-in. At no time will check-in begin before 6:00 p.m.
4. Prayers, sharing of faith, and Bible study may be offered to shelter guests and encouraged providing it is held in a designated area that is separate from the general area. This can be a designated table or a different room, depending on the facility. If using a different room, at least 2 volunteers are required to be available for this. Sharing of faith is welcomed but is not to be forced or be a condition for receiving shelter or food.
5. CLOTHING DONATIONS: If clothing donations are offered, a volunteer must be at the clothing table with bags to bag the donated items. This bag will be tagged with the guest's number and placed with the guest's personal belongings. The volunteer will then notify the check-in desk to change in guest bag count.
6. Optional entertainment (ie. Movies, games) or services (ie. Haircuts) may be provided by the Host Site. We encourage volunteers to engage with our guests.
7. If the Host Site/Shelter Partner is running low on check-in supplies (toiletry kits, blankets, towels, sheets), please let the Shelter Manager know so that a report can be given to COFM ED or AED.
8. A volunteer needs to be at the check-in desk at all times. Do not leave Shelter Manager alone. Neither the desk nor an unlocked storage area may be left unattended.

VOLUNTEERS

9. All volunteers must electronically sign-in on the COFM laptop located at the volunteer storage area and pick up a COFM Volunteer tag as soon as they arrive. Volunteers will sign in/out at the same time. If their shift extends, volunteers will need to go back to the laptop and sign in again to add the extra hours. In the event there is no internet connection, paper entries will be available. Please total your number of hours if using paper. During busy volunteer sign-in times, a dedicated volunteer needs to sign in others.

10. Volunteers should place their personal property in a secure location designated by the Key Leader.
11. Volunteers should dress casually. Keep jewelry to a minimum. Low-cut shirts, tight clothing, miniskirts, mini-shorts and midriff tops are NOT permitted in the shelter. Leggings must be worn with a top that extends past the hips. The goal is to not draw attention to oneself.
12. Volunteers should monitor the bathroom and common areas throughout their shift, preferably every 15 minutes. Hand sanitizer and disinfectant spray should be located outside the bathroom. No more than 1 guest in the bathroom at a time. **EXCEPTION:** During the morning, between 4:30 a.m.-7:15 a.m., a volunteer can knock at the bathroom door to see if the occupying guest is ok with someone else being in the bathroom. If the guest is agreeable, then another guest can enter but at NO TIME WILL THERE EVER BE more than 2 guests in the bathroom at one time.
13. Due to the diverse population served in this program, volunteers and guests need to be aware that COFM guests may experience a variety of mental, emotional or physical conditions. Volunteers should be cautious and responsible. In case of concern, please inform the Shelter Manager on duty.
14. Volunteers must maintain guest confidentiality at all times. Do not give out guest information to anyone either by phone or in person except to the COFM personnel.
15. Volunteers are not to adopt a guest or family. They may not take anyone to their homes or hire anyone for jobs around their homes. They may not transport guests for any reason. COFM, the Host Site, and Shelter Partners are not responsible for any consequences resulting from breaking this rule.
16. Volunteers do not assist guests with any personal hygiene/toiletry problems (e.g., incontinence). If a guest needs help, volunteers must consult the Shelter Manager or the Key Leader for instructions.
17. Volunteers are encouraged to engage in conversation with guests. However, volunteers should limit personal information when talking with guests. They may talk about family, work, and life experiences, but without using identifying information.
18. Volunteers may not give money or gifts to any guests.
19. Dinner and breakfast are provided for the guests. If there is sufficient food after guests are served, volunteers may be invited to enjoy the meal. Volunteers should eat in the dining area provided there is room and mealtimes for volunteers should be staggered to ensure that all areas have sufficient staffing.
20. Only Shift Leaders and COFM staff may distribute and notate OTC medicine from the COFM OTC medicine kit according to the appropriate dosage, as indicated on the label, in a cup and allow the guest to self-administer this medication.

GUESTS

21. Guests must check personal belongings in designated bags upon entering the shelter site, including coats, hats, scarves, gloves, and work/hunting overalls. In addition to items of clothing, tools, knives, and other items must be checked in. Exceptions are cell phones, cigarettes, medicine, books, and toiletry kits which must be kept in the clear bag provided on their first night or a clear plastic bag. Once belongings are checked in, they will be stored until check-out and cannot be accessed by anyone. No food, drinks, or any

liquids may be brought into the site. Guests will be given a name tag that is to be worn while a guest is at the shelter.

22. Guests may not use the Host Site's telephones or volunteers' cell phones at any time. The Shelter Manager will decide if there is an exception to the rule and if so, only the Shelter phone may be used.
23. Guests are asked to be considerate of others. Loud talking, music, etc. is unacceptable at any time. Electronics with a headset (preferred) are permitted but must fit in the clear plastic bag provided. Guests may use their electronics until 10 p.m. ABSOLUTELY no electronics after 10:00 p.m.
24. Dinner is served between 7:00 and 7:45 p.m. Guests are not allowed in the kitchen. For this season, guests may be served at the table or will line up, whichever the Host Site prefers. The kitchen closes at 8:30 p.m. and no meals are served after this time. Guests who come after 7:45 p.m. will be offered sandwiches with a beverage or a leftover meal.
25. Smoking is permitted only at the designated time (8:00 p.m.-8:15p.m.) and in the designated location. Guests are to deposit all smoke butts in the containers provided. The guests leave the building as a group with a shift volunteer and the security officer and return to the building as a group (unless the shift volunteer is able to see guests go back inside while being with the guests who are still smoking). A shift volunteer must be with the guests at all times during the smoke break.
26. Bedding is distributed each night at 8:15 p.m. A returning guest will pick up their own bedding from the designated area while a volunteer oversees to make sure the correct bedding bag is picked up. A blanket, one fitted sheet, one flat sheet, one pillowcase, and one pillow are issued to each guest. This is the guest's bedding for the entire week.
27. A guest may not leave the shelter once they have checked in. If a guest leaves, he/she will not be allowed back that night.
28. Men and women will use separate sleeping areas at all times. At no time should female guests be sitting or lying around a male guest's bed or vice versa.
29. A parent with children must be located away from the other guests in a separate area. The other parent of this family must sleep with the other guests. Children under 18 are to stay with their parent in a separate area.
30. Guests must remove all personal belongings when checking out each morning. Items left may be turned over to the lost and found of the Host Site or disposed of. COFM and all Host Sites are not responsible for any loss of items left, misplaced, or stolen. EXCEPTION: If a guest shows proof of working a shift, then the guest is allowed to leave belongings at the host site and ONLY for the days that they show a scheduled shift.
31. Animals are not allowed at the shelter and has been verified by ADA. COFM's Host Sites do not have the capacity to house animals. Guests may reach out to Heritage Humane Society to see if any assistance is available.

Sample Timeline for a Typical Evening in the Shelter

5:00 pm– Shelter Manager, food preparers and key leaders arrive at shelter

Before 6:00 pm: Dinner preparations are underway.

5:15 pm: Security arrives and sets up station with “What is allowed” list and black bags.

Volunteers arrive and electronically check-in at the designated laptop.

Check-in desk is organized. All electronics plugged in, and all apps logged into.

Tables and chairs are readied.

Places for volunteer check-in and coats are prepared.

Beverages are set out for guests.

Shelter Manager reviews the check-in procedures with Check-in volunteers and Security volunteer.

6:00 pm: If host site offers a waiting area inside, then guest may come in. **For safety reasons, no restroom visits are allowed prior to check-in.** Check-in prior to 6:30 p.m. is only allowed during extreme weather and with the Executive Director’s approval.

6:30 pm: Check-in procedures officially begin. Guests will be directed to common area seating.

7 pm: Dinner/Announcements. Guests are seated at tables. Blessing and announcements are given by the Key Leader and any additional announcements by the Shelter Manager. Dinner is served. Volunteers are encouraged to visit with guests.

7:30/After dinner: Bus tickets are offered. If sites have them, showers may be offered. Showers may be offered earlier if enough volunteers are available for monitoring. For Host Sites without showers, use the Shower sign up form (Monday and Thursday) for the YMCA.

8-8:15 pm: Smoke break.

8:15 pm: Bedding bags. Guests will pick up their own bedding bag from a designated area. Guests are not allowed in sleeping areas until this time. A volunteer will oversee this process to ensure that guests pick up their own bedding.

8:40 pm: Overnight shift arrives to be briefed.

9 pm: Doors are locked.

10 pm: Lights out; cell phones off. **ABSOLUTELY NO ELECTRONICS ON AFTER 10pm.** Overnight crew circulates throughout shelter, checking sleeping areas and bathrooms. Coffee is prepared to be ready at 5:30 am.

5:30 am: Morning crew arrives.

6:00 am: Guest are awakened and bedding bags are turned in to designated area. Breakfast is served at 6 am.

By 7 am: All guests have left the shelter. All confidential material and electronics to be securely stored away. Volunteers do any cleanup necessary. The Shelter Manager or volunteer will fog all touched areas with disinfectant fogging material.

COFM Key Contact List

Donnie-Executive Director (757)634-6787
Wilmarie- Assistant to Exec. Director (757)634-3009

Emergencies: 911*

*Ask for CIT (Crisis Intervention Team) if it is a mental health issue
988 for mental health crisis (Must use an area code 757 phone)

VET Emotional Crisis Hotline: 800-273-8255 Opt. 1

Police 24-hour non-emergency numbers

James City County 757-566-0112

City of Williamsburg 757-220-2331

York County 757-890-3621

APS (only shelter manager, AED or ED can call) 888-832-3858

Avalon (Call them in case of abuse or if an adult with children arrive)

757-258-5051

YMCA 757-229-9622

Merrimac Center (Laundry) Bill Orris 757-887-0225

Social Services

City of Williamsburg 757-220-6161

James City County 757-259-3100

York County 757-890-3787

Housing Crisis Hotline: 757-587-4202

or

866-750-4431

COFM Shelter phone number is 757-849-9634

(this phone is only operational at Host Sites from 5:30pm-6:30 am) The primary purpose of the phone is for law enforcement, social service agencies and hospitals to check on availability.

Guest Confidentiality and Law Enforcement Interaction Information and Procedures

Shelter guests' personal information must be kept confidential by COFM staff and volunteers.

Volunteers may be asked for information about COFM guests from a variety of sources outside the Shelter, such as family members, employers, law enforcement agencies, and the like, via telephone calls or personal visits to the Shelter. While most queries are well meaningful, COFM staff and volunteers must be sensitive to the guests' needs and protect the personal information of people while they are guests of the Shelter.

There is no substitute for common sense and good judgment. Policies, procedures, and actions cannot be written to cover every situation; however, the following may clear up possible questions.

- If an inquiry is made about a guest — **unless** the inquiry is made by a law enforcement official (see below) — **it is important that a volunteer neither confirms nor denies the guest's presence in the shelter. The volunteer can agree to take a message for the guest.** This places the burden on the guest to get in contact with the individual making the inquiry.
- Volunteers should treat all Intake information as confidential and not divulge any information to anyone outside the Shelter unless authorized by the COFM Executive Director, Assistant to the Executive Director, or Executive Board Member. NEVER leave any guest's data or Intake Paperwork unattended. Never let law enforcement personnel review binders or the laptop.

Law Enforcement Interaction: There are times when Law Enforcement might find it necessary to enter the Shelter in search of an individual. For example, law enforcement may have been given information about a person who must be located to determine if the individual could be a danger to himself or others. In such a case, law enforcement may come to the Shelter to ask if a named guest is present. If so, the officer may meet with the guest so that the officer can assess the guest and the situation. We have an understanding with local law enforcement that they will not make a request for Shelter guest information without valid reason. Please always cooperate with law enforcement if such a request is made. Volunteers need to handle this situation with the utmost cooperation and discretion and the least amount of disruption to the Shelter.

- If law enforcement personnel should come to the Shelter with an arrest warrant for a particular guest and ask whether the guest is present, the Shift Leader will direct/lead the officer to the guest. (No paper warrant is needed. Officer just needs to verbally state he/she has a warrant for an individual.)
- Contracted off-duty officers that are helping with security are to be treated in the same manner as above.

B

PREPARATIONS PRIOR TO YOUR HOST/PARTNER WEEK

OPERATIONAL CHECKLIST FOR HOST/PARTNER CONGREGATIONS

- **Have a weather contingency plan in place:** Please review weather contingency plan on the following pages.
- **Get in touch with COFM Assistant to the Executive Director (AED) and/or Executive Director (ED)** about a month before your scheduled shelter week to review all policies and procedures.
- **All Temporary Occupancy Permits** have been applied for this season. If you have any questions regarding permits, contact COFM Board Member Lisa Cumming at lisacumming@cofm.info or (757) 636-6408.
- **Host Site and Shelter Partners** should communicate with each other one month prior to the shelter week to go over all volunteer assignments, food, laundry drop-off and pick-up, building access (keys, alarms, etc.) and general expectations.
- **Acquire necessary supplies** (See Supplies Provided by Host Site/Shelter Partner)
- **Schedule volunteers** (Host Site and Shelter Partner Coordinators) Contact COFM AED and/or ED for a list of alternate volunteers if you are struggling recruiting volunteers.
- **Contact Shelter Partner again** at least one week before shelter week to make sure that everyone is prepared with adequate food and volunteers, based on the projected number of guests.
- **Continue safe contact practices** by setting up food/drink stations to lessen or eliminate more than one touch such as prepackaged condiments, bottled water, no self-serve stations.
- **Determine** security station for bag distribution, guest sitting area (if indoor sitting allowed), illness, etc.
- **Determine** shelter layout for dining, socializing, sleeping, etc. PLEASE consider the option of leaving the bedding mats in place for the entire week. If this is not an option, mats must be fogged or wiped with disinfectant wipes prior to stacking.

Inclement Weather Contingency Plan

Due to occasional inclement weather, there may be times when WATA has suspended bus service. During this time there needs to be a weather contingency plan between COFM and the Host Site. Please note that COFM has been informed by the City of Williamsburg and James City County that they will not be offering assistance unless it is considered a County/Citywide state of emergency event. If it is determined as such, they will open a community-wide shelter open to the public but will not provide transportation.

This plan will consist of COFM Weather Contingency Coordinator (Executive Director or Assistant to Executive Director) and Inclement Weather Contingency Team, comprised of Host Site/Shelter Partner volunteers to assist with meal deliveries, make calls, possible transportation of volunteers, and if necessary, serve as inclement weather day shelter volunteers.

Of course, it is left to the discretion of the Host Site to determine whether shelter guests will be permitted to stay if inclement weather causes WATA to delay or suspend bus service for the day. This does not mean that guests must be allowed to stay beyond the usual 7:00 AM closing time. However, on days when the WATA bus system is delayed or WATA is closed, it is often in the best interest of COFM guests to be allowed to stay at the shelter later than 7:00 AM if this does not cause undue hardship to the Host Site.

COFM suggests, in order to best care for shelter guests and volunteers, Key Leaders need to discuss inclement weather contingency plans when they are in the earliest stages of preparation for their shelter week. This will be covered during the official COFM training for Key Leaders in October.

When planning for hosting a shelter week, Key Leaders should consult with their congregation's staff in order to determine whether the facility will be allowed to remain open past 7:00 AM on a day when, due to inclement weather, WATA bus service is either delayed or stopped.

Questions to consider:

- As a Host Site, will we allow guests to stay later than 7:00 AM if the buses are delayed or not running?
- As a Host Site, are we prepared to provide transportation for shelter volunteers in extreme weather conditions and, if so, will we use congregation vehicles such as a church bus or volunteer vehicles (4-wheel or all-wheel drive) under these special circumstances?
- If the weather prevents morning volunteers from getting to the shelter, will we have enough volunteers present to stay longer or are there additional volunteers available to call in an emergency?
- Consider that some volunteers may need to leave to go to work. If so, will we have at least three volunteers who can be present with our guests during the day?
- If the Host Site is snowed-in and we have allowed guests to stay, will we have enough food on-site or will we need help bringing in extra food?
- If the Host Site is snowed-in, will we have enough volunteers who can stay for long periods of time or will we need to have shifts and transportation to support these shift changes?

Steps to follow:

- During the planning stages for your shelter week, make a contingency plan specific to your congregation. If a Host Site is working with Shelter Partners, everyone should be included in the weather contingency discussion and planning.
- Please communicate your contingency plans to the COFM Executive Director and COFM Assistant to the Executive Director. Please include the name, phone numbers and email addresses of the volunteers who will be the primary contacts for the Inclement Weather Contingency Team in case your congregation requires support.
- During your shelter week, Inclement Weather Contingency Team and the COFM Inclement Weather Coordinator will be monitoring the forecast and remain in contact.
- COFM needs to be made aware whenever the shelter is open and serving guests.

If shelter guests are allowed to stay at the Host Site beyond 7:00 AM:

- Inclement Weather Contingency Team needs to notify the COFM Inclement Weather Coordinator if they need outside assistance.
- Host Site must have guests leave the shelter once the WATA buses are running again.
- COFM suggests giving guests smoke breaks at 7:00 AM, 12:30 PM and 5:00 PM if guests are there all day.
- Host Site needs to keep shelter guests' personal belongings secured during the extended stay.
- Shelter volunteers can allow guests supervised access to their personal belongings between 7:00 and 7:15 AM in the event they need to retrieve something for the day ahead. However, guests are not allowed to retrieve/keep items in the shelter that are not normally approved.
- The traditional bagged lunch can be served to shelter guests at noon (or another time more convenient for the Host Site) if they are still in the shelter at that time
- If a guest checks out of the shelter at any point during the extended stay, he/she is not allowed to return until the regular 6:30 pm shelter check-in time.

All other shelter rules and policies are in effect during an inclement weather day.

SUPPLIES PROVIDED BY THE HOST SITE/SHELTER PARTNER

- Meals/beverages – dinner, bagged lunch and breakfast items.
- Plates, bowls, cups and flatware/eating utensils for breakfast/dinner (max. 245 items for each meal for the week) (Ex. serving cereal and a piece of fruit = 245 each bowls, spoons, napkins and cups OR Full breakfast – 245 each plates, forks, knives and spoons, napkins and cups)
- Soap for restrooms
- Ground coffee (decaf for evenings and regular for mornings – preferable)
- Sugar for coffee and any other use (***individual packets or have a volunteer dispense***)
- Coffee creamer (***individual packets or have a volunteer dispense***)
- Paper napkins, paper towels, toilet paper
- Additional flashlights for emergencies (COFM has a couple)
- Television, DVD Players, DVD's (optional) Host Site must facilitate equipment use.
- Lysol Disinfectant Spray/Lysol wipes for table surfaces. ***PLEASE NOTE: COFM will also supply disinfectant spray, wipes, and paper towels.***
- Approximately 210 heavy duty, extra-large black garbage bags (**the type that have the orange/red/blue cinch ties**)
- Carbon monoxide detector (if fire department deems necessary/Host Site does not have heat pump) ***COFM has 2 portable detectors.***

Although the Host Site is responsible for these items, the Shelter Partner may assist in helping to cover the cost of these items. This can be agreed upon between the Host Site and its Shelter Partner.

ITEMS SUPPLIED BY COMMUNITY OF FAITH MISSION

- Mats, sheets, blankets, pillows, towels
- Toiletry kits for guests
- White linen washable bags to store guest bedding
- Clear 2.5 gallon plastic bags for guests (1 PROVIDED PER GUEST on their first visit only)
- Gallon-sized clear, zip-closure bags for toiletries/guest needs – used sparingly
- Labels for guest name badge
- Tags for labeling personal belongings and bedding bags
- Markers, pens and pencils
- COFM Volunteer Tags
- All electronics and products needed for check-in and Intake
- First-aid kit and over the counter medicine kit
- Feminine products
- Adult incontinence underwear (Depends)
- Shoe deodorizer spray
- Flashlights (2)
- Smoke alarms (2)
- Carbon monoxide detector
- Fire extinguisher
- Daily WATA bus tickets for guests without transportation
- Fogger and hospital grade disinfectant
- Extension cords
- Masks, gloves, and hand sanitizer

VOLUNTEER SCHEDULING REQUIREMENTS

(An average minimum of 12* volunteers per typical check-in/out cycle)

*Additional volunteers might be needed based on host site set-up

SHIFT 1: 5:30 p.m. – 9:00 p.m. (7-8 volunteers minimum total for check in and kitchen)

***Volunteer check-in** – Host Site or Shelter Partner must provide 1 volunteer who is fast and familiar with a laptop to help sign in volunteers between 5p.m and 6:30 p.m.*

Check-In/Intake: A minimum of 4-5 volunteers are needed:

1 Security Volunteer

2 Check-in assistant

1-2 Roaming for any needed actions

IMPORTANT: Check-in volunteers must stay until 9:00 p.m. when the 2nd shift begins. Please do not plan to leave earlier than 9:00 p.m.

Kitchen/Servers : 5:30 p.m. – 8:30 p.m. - A minimum of 2 volunteers is necessary.

The kitchen closes by 8:30 p.m. and no meals are served after this time although after checking with the shelter manager, kitchen may prepare 3 to 4 meal plates if late working guests are expected. Guests who come in after the kitchen is closed will be offered either the leftover meal or a sandwich and beverage. Volunteers will make lunches for next day during this time or overnight.

SHIFT 2: 9:00 p.m. – 5:30 a.m. 2 Volunteers are preferred but at least 1 volunteer is required. It is preferred that the volunteers are a male and a female volunteer. This shift can be split into 9:00 – 1:00 a.m. 1:00 – 5:30 a.m.

Overnight volunteers need to arrive by 8:50 p.m. to ensure adequate staffing and briefing for their shift. A minimum of 1 volunteer and 1 staff member must stay awake at all times. No volunteer should have to stay up all night so please plan accordingly. Please note there will be a Shelter Manager on site at all times. The check-in area is not to be left unattended. Volunteers on this shift need to be extremely familiar with the procedures concerning GUEST CONFIDENTIALITY AND LAW ENFORCEMENT INTERACTION, since the police might arrive at the site during these hours. The host site must provide a site representative each night on-call or in-person in case any building emergency arises. Overnight Volunteers may be required to make bagged lunches for guests.

SHIFT 3: 5:30 a.m. – 7:30/8:00 a.m. (A minimum of 4 volunteers needed for Kitchen and check-out)

Volunteers must arrive at 5:30 a.m. to ensure adequate staffing and briefing on procedures, begin preparing breakfast, etc.

Kitchen/Servers: A minimum of 2 volunteers unless meals are prepackaged, then 1 volunteer would be required although at least 2 are preferred.

Checkout: A minimum of 2 volunteers with one acting as security.

GENERAL GUIDELINES AND IMPORTANT INFORMATION

TO BE GIVEN TO EVERY VOLUNTEER

KEY LEADERS/GENERAL

1. The number (outside of minimum) and delegation of volunteer tasks shall be at the sole and absolute discretion of the COFM Host Site and Shelter Partner congregations. Shelter Managers may make suggestions.
2. It is up to the discretion of the Host Site/Shelter Partner Key Leader whether youth/youth groups will be permitted on site. If youth groups are permitted, the following applies:
 - A) **no youth volunteers under 16** are allowed at the shelter while guests are present and must be accompanied by an adult at all times,
 - B) EXCEPTION: youth 14-16 may serve meals behind a buffet table and must have a guardian present. Other than this, no one under 14 is to be in the shelter while guests are present (6 p.m.- 7 a.m.)
 - C) Anyone under the age 16-17 18 work Shift 1 but cannot be assigned Security or Check-In duties and must be accompanied by an adult at all times.
3. If there is no indoor waiting area for guests, check-in may begin prior to 6:30 p.m. ONLY during extreme weather conditions AND with prior authorization from the Executive Director (ED) or Assistant to the Executive Director (AED). CHECK-IN IS STATED TO BEGIN AT 6:30 p.m. in all printed and electronic forms so please do not state that there is an early check-in. At no time will check-in begin before 6:00 p.m.
4. Prayers, sharing of faith, and Bible study may be offered to shelter guests and encouraged providing it is held in a designated area that is separate from the general area. This can be a designated table or a different room, depending on the facility. If using a different room, at least 2 volunteers are required to be available for this. Sharing of faith is welcomed but is not to be forced or be a condition for receiving shelter or food.
5. CLOTHING DONATIONS: If clothing donations are offered, a volunteer must be at the clothing table with bags to bag the donated items. This bag will be tagged with the guest's number and placed with the guest's personal belongings. The volunteer will then notify the check-in desk to change in guest bag count.
6. Optional entertainment (ie. Movies, games) or services (ie. Haircuts) may be provided by the Host Site. We encourage volunteers to engage with our guests.
7. If the Host Site/Shelter Partner is running low on check-in supplies (toiletry kits, blankets, towels, sheets), please let the Shelter Manager know so that a report can be given to COFM ED or AED.
8. A volunteer needs to be at the check-in desk at all times. Do not leave Shelter Manager alone. Neither the desk nor an unlocked storage area may be left unattended.

VOLUNTEERS

9. All volunteers must electronically sign-in on the COFM laptop located at the volunteer storage area and pick up a COFM Volunteer tag as soon as they arrive. Volunteers will sign in/out at the same time. If their shift extends, volunteers will need to go back to the laptop and sign in again to add the extra hours. In the event there is no internet connection, paper entries will be available. Please total your number of hours if using paper. During busy volunteer sign-in times, a dedicated volunteer needs to sign in others.

10. Volunteers should place their personal property in a secure location designated by the Key Leader.
11. Volunteers should dress casually. Keep jewelry to a minimum. Low-cut shirts, tight clothing, miniskirts, mini-shorts and midriff tops are NOT permitted in the shelter. Leggings must be worn with a top that extends past the hips. The goal is to not draw attention to oneself.
12. Volunteers should monitor the bathroom and common areas throughout their shift, preferably every 15 minutes. Hand sanitizer and disinfectant spray should be located outside the bathroom. No more than 1 guest in the bathroom at a time. **EXCEPTION:** During the morning, between 4:30 a.m.-7:15 a.m., a volunteer can knock at the bathroom door to see if the occupying guest is ok with someone else being in the bathroom. If the guest is agreeable, then another guest can enter but at NO TIME WILL THERE EVER BE more than 2 guests in the bathroom at one time.
13. Due to the diverse population served in this program, volunteers and guests need to be aware that COFM guests may experience a variety of mental, emotional or physical conditions. Volunteers should be cautious and responsible. In case of concern, please inform the Shelter Manager on duty.
14. Volunteers must maintain guest confidentiality at all times. Do not give out guest information to anyone either by phone or in person except to the COFM personnel.
15. Volunteers are not to adopt a guest or family. They may not take anyone to their homes or hire anyone for jobs around their homes. They may not transport guests for any reason. COFM, the Host Site, and Shelter Partners are not responsible for any consequences resulting from breaking this rule.
16. Volunteers do not assist guests with any personal hygiene/toiletry problems (e.g., incontinence). If a guest needs help, volunteers must consult the Shelter Manager or the Key Leader for instructions.
17. Volunteers are encouraged to engage in conversation with guests. However, volunteers should limit personal information when talking with guests. They may talk about family, work, and life experiences, but without using identifying information.
18. Volunteers may not give money or gifts to any guests.
19. Dinner and breakfast are provided for the guests. If there is sufficient food after guests are served, volunteers may be invited to enjoy the meal. Volunteers should eat in the dining area provided there is room and mealtimes for volunteers should be staggered to ensure that all areas have sufficient staffing.
20. Only Shift Leaders and COFM staff may distribute and notate OTC medicine from the COFM OTC medicine kit according to the appropriate dosage, as indicated on the label, in a cup and allow the guest to self-administer this medication.

GUESTS

21. Guests must check personal belongings in designated bags upon entering the shelter site, including coats, hats, scarves, gloves, and work/hunting overalls. In addition to items of clothing, tools, knives, and other items must be checked in. Exceptions are cell phones, cigarettes, medicine, books, and toiletry kits which must be kept in the clear bag provided on their first night or a clear plastic bag. Once belongings are checked in, they will be stored until check-out and cannot be accessed by anyone. No food, drinks, or any liquids may be brought into the site. Guests will be given a name tag that is to be worn while a guest is at the shelter.

22. Guests may not use the Host Site's telephones or volunteers' cell phones at any time. The Shelter Manager will decide if there is an exception to the rule and if so, only the Shelter phone may be used.
23. Guests are asked to be considerate of others. Loud talking, music, etc. is unacceptable at any time. Electronics with a headset (preferred) are permitted but must fit in the clear plastic bag provided. Guests may use their electronics until 10 p.m. ABSOLUTELY no electronics after 10:00 p.m.
24. Dinner is served between 7:00 and 7:45 p.m. Guests are not allowed in the kitchen. For this season, guests may be served at the table or will line up, whichever the Host Site prefers. The kitchen closes at 8:30 p.m. and no meals are served after this time. Guests who come after 7:45 p.m. will be offered sandwiches with a beverage or a leftover meal.
25. Smoking is permitted only at the designated time (8:00 p.m.-8:15p.m.) and in the designated location. Guests are to deposit all smoke butts in the containers provided. The guests leave the building as a group with a shift volunteer and the security officer and return to the building as a group (unless the shift volunteer is able to see guests go back inside while being with the guests who are still smoking). A shift volunteer must be with the guests at all times during the smoke break.
26. Bedding is distributed each night at 8:15 p.m. A returning guest will pick up their own bedding from the designated area while a volunteer oversees to make sure the correct bedding bag is picked up. A blanket, one fitted sheet, one flat sheet, one pillowcase, and one pillow are issued to each guest. This is the guest's bedding for the entire week.
27. A guest may not leave the shelter once they have checked in. If a guest leaves, he/she will not be allowed back that night.
28. Men and women will use separate sleeping areas at all times. At no time should female guests be sitting or lying around a male guest's bed or vice versa.
29. A parent with children must be located away from the other guests in a separate area. The other parent of this family must sleep with the other guests. Children under 18 are to stay with their parent in a separate area.
30. Guests must remove all personal belongings when checking out each morning. Items left may be turned over to the lost and found of the Host Site or disposed of. COFM and all Host Sites are not responsible for any loss of items left, misplaced, or stolen. EXCEPTION: If a guest shows proof of working a shift, then the guest is allowed to leave belongings at the host site and ONLY for the days that they show a scheduled shift.
31. Animals are not allowed at the shelter and has been verified by ADA. COFM's Host Sites do not have the capacity to house animals. Guests may reach out to Heritage Humane Society to see if any assistance is available.

C

SETTING UP YOUR CHURCH FOR
SHELTER WEEK

SAMPLE-COFM Trailer Transfer Contact Information

Week XX ABC Church

The previous Host Site will contact the next Host Site mid-week to arrange for delivery of the COFM trailer and confidential materials.

The previous Host Site Contact Information is:

Church/ Agency

Name

Phone #

Email

Name

Phone #

Email

The next Host Site Contact Information is:

Church/ Agency

Name

Phone #

Email

Name

Phone #

Email

For any questions on Trailer Operations, please contact COFM Board Member Brian Forrest at brianforrest@cofm.info or (757)995-5133.

Bin Color Label for Your Week:



Cargo Trailer Guidelines and Trip Checklist

Please turn in the signed copy of this checklist to COFM Shelter Manager on Sunday Morning once checklist is completed, if shelter manager is not available please contact the Executive Director

Load and unload cargo trailer while it is still hitched to the tow vehicle or if the 2 jacks are in place in the back of the trailer, vehicle can be unhitched

The cargo trailer is to be used to transport sheltering supplies to each shelter site, in turn. For insurance and safety purposes, drivers of tow vehicles (rated for 2500 GVWR or more & 2" coupler and appropriate electrical connector) are asked to review these guidelines and sign-off on the checklist each time the cargo trailer is transported. A toolbox is provided inside the trailer along with **light adaptors**, lug nut wrench, chocks, tire pressure gauge, emergency flares, road cones, and a tire jack. Trailer manual is located inside the trailer on the wall. A fire extinguisher is attached to the inside of the trailer. In addition, a spare tire is located in the trailer. Four padlocks are also provided, one for the coupler and one for each of the exterior doors.

Pre-Tow Checklist: Before you begin your tow, double check these items:

- _____ Coupler secured and locked.
- _____ Safety chains properly rigged to tow vehicle - NOT to hitch or ball.
- _____ Tires: Check pressure while tires are cold.
- _____ Wheels: Inspect for cracks, dents, and bends.
- _____ Lug nuts tight.
- _____ Test of lights: tail, stop, and turn. **Adaptors available in toolbox.**
- _____ Cargo is appropriately restrained (doors are latched and secured)
- _____ ABC Fire Extinguisher
- _____ Flares and reflectors.
- _____ Chocks are stowed.
- _____ Cones and triangles.
- _____ Duralast Jacks (2)

Regular Stops Checklist: After trip, stop and check the following:

- _____ Coupler is secure.
- _____ Safety chains are fastened and have not been dragging.
- _____ Tires are not visibly low on pressure.
- _____ Cargo is secure.
- _____ Cargo door is latched and securely fastened.

NOTE: Please do not add any donated items or articles to the trailer.

I have read the cargo trailer guidelines and checked all items listed above.

Tow Vehicle Driver Signature: _____ Date: _____

Secondary Tow Vehicle Driver Signature: _____ Date: _____

Shelter Host Site: _____

Checklist of Items to Move from Site to Site

Load on trailer according to guidelines/layout in the TRAILER MANUAL:

- All storage bins of linens/towels/toiletry kits/undergarments, etc.
- All mats
- All smaller bins of bedding bags, pillowcases, medicine bin, laundry bags
- All pillows in netted bags
- All dirty laundry filled bags
- Rolling cart with electronics and office supplies

Set the following aside for key leader or designated person to pick up. Do not load in trailer:

Small container with COFM shelter phone and keys for electronics cart and trailer. These must be handed off from key leader/designated person to next key leader/designated person.

Trailer Supplies:

To prevent congregations from accidentally using more than their weekly allocated shelter supplies, we have implemented a color-coded bin system for the bins of sheets, towels, and blankets. This simplifies the unloading process because fewer bins will need to be taken off the trailer. Please read the Shelter Trailer Manual instructions.

Laundry Instructions

Host Sites/Shelter Partners will use Merrimac Center for laundry services. This facility is next to the jail at 9300 Merrimac Trail.

Contact information: Bill Orris 757-887-0225, Gina Mingee 757-887-0225.

BAGGING DIRTY LAUNDRY - *PLEASE*** DO NOT FILL PAST HALFWAY BAGS DUE TO WEIGHT**

The Host Site/Shelter Partner that works Sunday morning check-out, will direct guests to separate their own laundry and place them in the gray laundry bags. Volunteers will not handle the bags until all guests have finished. The overnight crew will set out gray laundry bags with black handles in four spaced areas and then separate used laundry of guests not present. The laundry bags are in a clear tote labeled LAUNDRY BAGS.

- Flat sheet (will need 1 to 3 bags)
- Blankets (will need 5 to 6 bags)
- * Fitted Sheet (will need 1 to 3 bags)
- * Bedding bags (1 bag) & pillowcases (1 bag)

Dirty Laundry is then loaded onto the trailer for the next host to drop off at the Merrimac Center

DROP OFF: Dirty laundry must be dropped off at the Merrimac Center (not the jail), 9300 Merrimac Trail by 10:00 a.m. on Tuesday.

Volunteers, please go to the entrance door next to the large garage door, ring buzzer and announce that you are dropping off laundry for COFM. The garage door will be lifted, and you are to drop laundry bags in designated area to the left/front (furthest away) of the garage.

- The dirty laundry is in gray laundry bags with black straps inside the trailer or in a designated section of the host site.
- The Host Site/Shelter Partner who works Tuesday morning check-out will arrange to drop off laundry. **Dirty laundry must be dropped off at the Merrimac Center by 10:00 a.m. on Tuesday.**

PICKUP: Clean laundry must be picked up at the Merrimac Center between 2-4pm on Thursday.

Volunteers, please go to the entrance door next to the large garage door, ring buzzer and announce that you are picking up laundry for COFM. The garage door will be lifted, and the clean laundry bags should be just inside of the garage.

- The Host Site/Shelter Partner who works Thursday check-in is responsible for picking up clean laundry. Clean laundry must be **picked up at the Merrimac Center between 2-4pm on Thursday.**
- Please count and put the clean laundry back in the appropriately marked bins that are in the trailer. **(Not the bins that you are using for the week.)** This is generally done by the evening-overnight team although the evening check-in could do so if they are not busy. **THERE SHOULD BE AN INVENTORY SHEET IN THE BIN.** Be sure to update the inventory numbers when adding the clean laundry to the bins. **If there is a shortage, please notify the Assistant to the Executive Director right away (757-634-3009).**

Shift Leaders' Responsibilities and Guidelines

PLEASE NOTE: ALL shift leaders and volunteers must attend the mandatory volunteer training provided by COFM and any other training provided by the Host Site/Shelter Partner for the week.

All 3 Shift Leaders should do the following:

- Call scheduled volunteers at least one week prior to their shift to confirm that they have participated in the required training and remind them of their commitment with the date and time they are expected to arrive. A recording of the training will be available online (password protected).
- If you are struggling to recruit volunteers, please contact the Assistant to the ED (aed@cofm.info) or the Executive Director (director@cofm.info) for a list of alternate volunteers. It is your responsibility to reach out to those on the list.
- **Volunteers need to be made aware of the following two documents:**
 - Volunteer Confidentiality Agreement
 - General Guidelines and Information
- Remind volunteers to read and sign the confidentiality agreement on the first night they are scheduled to work. You DO NOT need a separate confidentiality form for each volunteer. You may have one form and multiple signatures on that form. It is important to have volunteers familiarize themselves with the General Guidelines. A copy should be emailed or given to each volunteer for their review. A copy of the General Guidelines was sent to you via email. If you did not receive it, please let the Assistant to the ED or the Executive Director know.
- When volunteers arrive, greet them, make sure they signed the confidentiality agreement, and put on a COFM Volunteer name tag with their first name only. All volunteers must log into the Volunteer portal. Plan to have a designated person to sign in volunteers from 5:00 PM to 6:00 PM.
- Familiarize the volunteers with the shelter space and tell them what job they have been assigned to.
- Direct the volunteer to the shift leader or person responsible for explaining their job responsibilities.
- Clearly mark the locations of the fire extinguishers and determine that they are working. Volunteers must be shown how they work.
- Designate and label one door where guests will enter and exit the shelter if you are the Host Site
- Designate and label areas where guests will sleep, eat, and use the restroom if you are part of the Host Site. Remember, male and female guests never sleep together, even if they are married.
- Designate an outside smoking area and acquire a large ashtray/bucket of sand.
- The COFM Trailer with supplies will be transported to the new Host Site by the previous Host Site.

EACH SUNDAY afternoon: Make up between 15-20 bedding bags before the shelter opens, do not number them at this time. Set these in the designated area for guest retrieval. Label the area with various numbers ranges for storing bags. (ex. 1-10, 11-20, etc)

If any volunteer cancels, let your Key Leader know as soon as possible so the vacancy can be filled.

TYPICAL LEADER/VOLUNTEER EXPECTATIONS PER SHIFT:

Shift 1 5:30 p.m. - 9:00 p.m. (Report at 5:20) (7-8 volunteers)

Work with the Shelter Manager to give direction to all volunteers by assigning roles. Volunteers on Shift 1 are usually assigned as a Check-In Volunteer or Food Preparer/Server Volunteer. There should always be a Security Volunteer present, as well as a “floating/roaming” volunteer to interact with guests and help with general supervision. If no specific role was given, the Shelter Manager will assign.

Security Volunteer: See pages 41, 58-62

Check-In Volunteer: See Shelter Manager for specific instructions.

Check-In Volunteers assist the Shelter Manager at the Check-In desk. They will also provide a name tag for the guest to wear and a guest number sticker for the guest to place on their bags. On Sundays or guest’s first night of the week, the check-in volunteer will also provide each guest with a new toiletry kit and create a bedding bag tag to be put on the bedding bag after the check-in rush is complete. They will provide a clear plastic bag with the guest number on the inside top portion of the bag if it is the guest’s first night with the shelter this season. Only toiletry items provided by COFM, cell phones, chargers, earbuds, 1 book, cigarettes, lighter, medications (in original container) and small electronics are allowed in the clear plastic bag. NO VAPING products allowed. Bag may not be filled more than ½ way to allow a hands-free inspection. If more than ½ way, guest will be instructed to remove items and place in their personal belongings bag. The exception will be if the guest takes a lot of medications. At no time can the clear bag be stuffed. THERE WILL NOT BE ANY CHANGE OF CLOTHES allowed this season except for Host Sites that offer showers or a guest who has a uniform that they need to wear in the morning. If a guest arrives wearing a uniform and needs to change, please see Shelter Manager for guidance. Only people who sign up for an on-site shower may have a change of clothes for that night only. Volunteers will also provide bus passes from 7:30 to 8:30 p.m.

Floater/roamer volunteer: Once guest has been electronically checked in, the volunteer will guide guest to the personal belonging area where the guest will place their bags.

Servers: Set up tables and chairs for dinner, serve dinner to guests, and help with general clean-up after dinner.

Shift 2 9:00 p.m – 5:30 a.m (Report at 8:50 p.m.) (Minimum 2 volunteers – male and female – can make this a split shift)

Overnight Volunteers: There should be at least 2 volunteers on duty for the overnight shift. (If splitting the shift, each partial shift should be one male and one female for 9:00 p.m. to 1:00 a.m. and at least 1 volunteer from 1:00 a.m. to 5:30 a.m.) A Shelter Manager will be on site at all times.

Overnight Shift Leader should communicate with previous shift leaders to go over any important information prior to beginning their shift.

Important tasks during this shift:

- Be very observant that all guests are following shelter rules (In particular, adhering to men and women being separated and one person in the bathroom at any given time. Between 4:30 a.m. – 7:15 a.m., If there's room for more than one guest in the bathroom, the Shelter Manager will knock on the door and ask guest using the bathroom if another guest could come in).
- Circulate to the sleeping space over the course of the shift and check bathrooms (15-30 minute intervals)
- One volunteer must remain awake at all times.
- Designate 1 volunteer as Fire Watcher. This volunteer must know all building exits, the location of the smoke detector, carbon monoxide detector, and the fire extinguisher.
- Prepare morning coffee to be ready by 5:30 a.m. if applicable
- Prepare lunch, if applicable

Shift 3 5:30 a.m. - 8:00 a.m. (Minimum 4 volunteers)

Volunteers on Shift 3 serve breakfast, check out guests, and clean up. Shift Leader works with the Shelter Manager and assigns jobs and directs servers to begin set-up and gives check-out instructions to Check-Out Volunteers. A Security volunteer is preferred to ensure check-out runs smoothly. Everyone pitches in to clean up once all guests have been checked out.

The sequence of the morning is as follows:

- Show guests where all bedding bags are to be left. Make sure pillow w/o pillowcase is left on mats. Guests are not invited to breakfast until they have turned in their bedding bags.
- Serve breakfast.
- One person in the bathroom at any given time. EXCEPTION: If there's room for more than one guest in the bathroom, the Shelter Manager will knock on the door and ask the guest using the bathroom if another guest could come in.
- At Check Out, direct and oversee guests get their personal belongings and mark number on the printed guest bag log sheet. The Shelter Manager will also check out guests electronically. No more than 1 guest in the personal belonging area at a time.
- Offer guest a bag lunch and wish the guest a good day.
- Clean up breakfast area and kitchen and make sure all garbage is taken outside.
- Bathrooms and other guest areas will be fogged each morning with backpack fogger and hospital grade disinfectant provided by COFM. Either COFM staff or volunteer may fog.

MEALS AND GUIDELINES

It is the intention of the shelter program to not only offer safe shelter but also 3 nourishing meals. With this in mind, the following are guidelines for the meal preparer.

1. Team leaders should find team members and not do this alone. Decide on full menus, main course, sides, desserts, beverages. Food preparer should plan on making enough food to provide at least one serving to each guest and, if possible, for up to 10 volunteers. Guests will be served first.
2. Consider reaching out to local restaurants or grocery stores for donations or discounts.
3. Plan to have enough paper products such as plates, bowls, and cups as well as utensils for the week. For an average of 25 guests and 10 volunteers, that would be 245 plates, utensils, etc.
4. Each Wednesday, the Executive Director will email the next 2 Host Sites the average guest count and any dietary restrictions that have been brought to COFM's attention.
5. Meals will include dinner, a bagged lunch and a breakfast item.
 - a. Please be mindful of dietary concerns such as vegetarian or gluten intolerance and plan for a substitute if needed.
 - b. Dinners can be to your choosing such as casseroles, fried chicken, pizza, salads, desserts, baked dishes, crock pot specials, etc.
 - c. Lunches can be sandwiches, leftovers, lunch type meat and crackers or gift cards. A bottle of water should be included.
 - d. Breakfast can be as simple as boxed cereal, milk and juice or complex as you want such as breakfast casserole, pancakes, bacon/eggs, etc.
6. Dinner is served at 7:00 p.m., bagged lunches should be ready by 5:00 a.m. and breakfast is served at 6:00 a.m. Please plan your meals and timing accordingly.
7. If you are a partner, please work with the Host Site for supplies, cleaning responsibilities, locations of essentials, etc.
8. At no time will you make extra lunches or other meals for a particular guest. All guests are to be treated equally.

Sample Timeline for a Typical Evening in the Shelter

5:00 pm– Shelter Manager, food preparers and key leaders arrive at shelter

Before 6:00 pm: Dinner preparations are underway.

5:15 pm: Security arrives and sets up station with “What is allowed” list and black bags.

Volunteers arrive and electronically check-in at the designated laptop.

Check-in desk is organized. All electronics plugged in, and all apps logged into.

Tables and chairs are readied.

Places for volunteer check-in and coats are prepared.

Beverages are set out for guests.

Shelter Manager reviews the check-in procedures with Check-in volunteers and Security volunteer.

6:00 pm: If host site offers a waiting area inside, then guest may come in. **For safety reasons, no restroom visits are allowed prior to check-in.** Check-in prior to 6:30 p.m. is only allowed during extreme weather and with the Executive Director’s approval.

6:30 pm: Check-in procedures officially begin. Guests will be directed to common area seating.

7 pm: Dinner/Announcements. Guests are seated at tables. Blessing and announcements are given by the Key Leader and any additional announcements by the Shelter Manager. Dinner is served. Volunteers are encouraged to visit with guests.

7:30/After dinner: Bus tickets are offered. If sites have them, showers may be offered. Showers may be offered earlier if enough volunteers are available for monitoring. For Host Sites without showers, use the Shower sign up form (Monday and Thursday) for the YMCA.

8-8:15 pm: Smoke break.

8:15 pm: Bedding bags. Guests will pick up their own bedding bag from a designated area. Guests are not allowed in sleeping areas until this time. A volunteer will oversee this process to ensure that guests pick up their own bedding.

8:40 pm: Overnight shift arrives to be briefed.

9 pm: Doors are locked.

10 pm: Lights out; cell phones off. **ABSOLUTELY NO ELECTRONICS ON AFTER 10pm.** Overnight crew circulates throughout shelter, checking sleeping areas and bathrooms. Coffee is prepared to be ready at 5:30 am.

5:30 am: Morning crew arrives.

6:00 am: Guest are awakened and bedding bags are turned in to designated area. Breakfast is served at 6 am.

By 7 am: All guests have left the shelter. All confidential material and electronics to be securely stored away. Volunteers do any cleanup necessary. The Shelter Manager or volunteer will fog all touched areas with disinfectant fogging material.

Safety and Security Volunteer

The Safety and Security Volunteer have three key responsibilities which are outlined below. The job responsibilities are solely dedicated to the safety and security at the shelter site. This volunteer works closely with the Key Leader and Shelter Manager to make sure that important information is communicated throughout the first shift.

The Safety and Security Volunteer need to arrive at the Host Site no later than 5:15 p.m. and remain at the Host Site until the night shift has been briefed and the shelter doors are locked at 9:00 p.m. The overnight and check-out volunteers on shifts 2 and 3 will also act as security.

Safety First! When the Safety and Security Volunteer arrive for the evening, he or she should first conduct a walkthrough of the facility to make sure carbon monoxide detectors are plugged in (if required at that facility), all signage has been posted, exits are easily accessible, and separate sleeping areas for men and women have been designated. If any valuables are visible, this needs to be communicated to the Key Leader so that the items can be moved to a secure location.

Security: One of the most important responsibilities of the volunteer is to assess the guests for drugs and alcohol **BEFORE** they are invited to check into the shelter. This Volunteer acts as the first barrier for the shelter. Remember we are a *low barrier* shelter but that does not mean *no barrier*. We do not allow guests to enter the shelter if they are visibly intoxicated or high on drugs. We will allow guests to enter the shelter if they have alcohol on their breath but not if they are intoxicated. Refer to the security protocol provided (pages 41, 59, 75) in the corresponding pages if a guest needs to be prohibited from entering. There will also be an off-duty officer on site from 6-9 p.m. Notify Shelter Manager (SM) in order for the SM to conduct a field sobriety test while the security volunteer is present and out of range of other guests.

The assessment process should include the volunteer casually engaging with guests prior to check-in. It will be necessary to walk outside to engage with the guests.

Should a situation arise in the shelter with a guest, the Safety and Security Volunteer might be called on to intervene. Please refer to the security protocol found in the training manual when trying to resolve a situation. If you believe additional assistance is warranted, please have the off-duty officer intervene and be ready to **call 911**.

All restrooms, exits, and sleeping areas should be checked frequently throughout the night, approximately 15-30 minutes after the check-in rush.

Over Capacity Plan: The Safety and Security Volunteer should be very familiar with the Over Capacity Plan in the event the Shelter Manager needs his/her assistance to implement it. If the Host Site is at or near capacity, the overnight shift should be briefed and given instructions on how to implement the plan.

Safety and Security Rules and Guidelines

Fire/Safety Kit will be located on the COFM trailer and must be put inside the Shelter Host Site upon arrival. Items included are: (1) Fire extinguisher, (2) smoke alarms, (2) Flashlights, (2) CO2 Detectors.

Note: During overnight shift, one volunteer must be awake at all times. One volunteer must be designated as a fire watch volunteer.

First Aid Kit is available in the COFM medical tote for minor medical needs. Medications such as Tylenol and Advil are in the Medical Kit. They are available should guests **request** them, but **under no circumstances should any volunteer distribute any medicines. If a guest requests something from the medical kit please direct the request to the Shift Leader or Shelter Manager.**

Guests' Personal Space: Volunteers should not put name tags on guests but instead hand them the name tag and let them put it on. The same goes for handling their personal belongings at check-in. Volunteers should not put guests' belongings into storage bags as guests should have already stored their belongings in the black plastic bag provided by security. **At no time should a volunteer put their hands in a guest's pocket or on any articles of clothing. At no time should a volunteer assist a guest with personal hygiene needs. This will be discussed at training.**

Security Protocol for a guest that becomes agitated or hostile.

1. Back away from the guest and give the guest space.
2. Do not be confrontational and do use a non-threatening voice.
3. Do not turn your back on the guest.
4. Ask another volunteer to get the Shift Leader in charge (or Shelter Manager on evening/overnight shift).
5. Let the guest know you have requested that your Shift Leader/Shelter Manager speak with him/her so the guest knows what is going on.
6. When Shift Leader/Shelter Manager arrives, back away and explain the situation outside of the guest's hearing.
7. Shift Leader/Shelter Manager determines whether the situation requires outside assistance.

When to Call for Assistance

Examples of when to call the non-emergency phone numbers in the Key Contacts/Emergency List located on page 15.

- An individual is disrupting the shelter environment verbally and will not stop. Call and request a CIT (Crisis Intervention Team) Law Enforcement Officer.
- If a shelter guest is asked to leave and does not, but is passive, call and request a CIT Law Enforcement Officer.

Examples of when to call emergency number (988), (911):

- **If a person is suicidal or seems to be having a non-violent crisis, call 988 using the shelter phone.**
- **Any time an individual is violent, immediately call 911.**
- An individual is upset over something or someone at the shelter and you feel he/she is on the verge of becoming physical/violent. Call 911.
- An individual appears disoriented/incoherent but non-violent. Is this a medical emergency? Stroke? Mental health issue? Call 911 and request EMS.

The above examples were furnished by Colonial Area Crisis Intervention Team (CACIT). The goal of the CACIT program is to reduce unnecessary incarceration of people with mental illness and to provide them with appropriate care. Implementation of the CIT model includes special training in the use of de-escalation techniques, which results in better treatment of the mentally ill and a safer environment for the individual and Law Enforcement Officer. Based on your assessment of the situation, follow the procedures you have been given (ABOVE) for use of the non-emergency and emergency (988), (911) numbers and the criteria for requesting that a CIT officer respond if available.

Law enforcement is very supportive of our shelter program. If a situation arises that is not an emergency, but you feel police support is warranted, don't hesitate to call the non-emergency number.

Crisis Intervention Tips

Intervening in a crisis successfully

- Listen to what the guest has to say. Being a good listener shows the individual that you care.
- Don't rush; letting the individual speak helps you to understand and allows them to vent.
- Be empathetic not sympathetic. Empathy is trying to understand how someone feels whereas sympathy is feeling sorry for someone.
- Be sincere and genuine. If you try and "act", people will know and you will come across as phony.
- Be accepting. Be wary and avoid coming across as judgmental.
- Use "I" statements. Take ownership of what you say. It shows you are personally committed to helping them.

Balance is the key - Offset someone's voice with your own

- If someone is loud or shouting, lower the volume of your voice.
- If someone is speaking fast, slow down the rate of your own speech.
- A slow steady conversational pace shows people you are listening and thinking.

Keep it simple

- "My name is _____, what's your name?"
- State the obvious. "Are you okay? You look upset?"
- Gently probe with open ended questions.
- Restate for clarification.

Probe (Open and Closed Questions)

- Restatement - Restating is repeating back what you heard in summary. This communicates you were listening and want to help.
- Reframing - Reframing is taking something out of its original context and placing it into another for the sake of clarification.
- Reflection - Reflection is asking people to recall similar events and how did they cope with them successfully in the past.
Example: You said this isn't the first time. How did you handle this before?
What is different this time from before?

Putting it all together - Safety and Security

- Be aware of the scene.
- Maintain proper distance.
- Assume an open and non-threatening posture.
- Maintain calm and steady tone, volume and cadence in your voice.
- Clear non-essential personnel. If you have an audience you are more likely to have a show.

Be sure to do a CHECK on yourself. Make sure you are:

- C entered with appropriate distance, with:
- H ands hanging
- E asy slow gestures
- C alm voice
- K ind eyes

NO SMOKING

SMOKING IS PROHIBITED IN ANY PART OF THE BUILDING. ANYONE FOUND SMOKING OTHER THAN AT THE DESIGNATED SMOKE BREAK AND TIME WILL BE ASKED TO LEAVE THE PREMISES IMMEDIATELY.

W O M E N

O N L Y

M E N

O N L Y

NO MEN

**BEYOND
THIS POINT**

NO WOMEN

BEYOND

THIS POINT

D

**SHIFT 1
EVENING CHECK-IN
SHIFT**

SHIFT 1 Responsibilities/Guidelines

- 1) Your shift is from 5:30 p.m. – 9:00 p.m. (Security to arrive by 5:15)
- 2) Work with the Shelter Manager to give direction to all volunteers by assigning roles.
- 3) Volunteers on Shift 1 are usually assigned as a Check-In Volunteer or Food Preparer/Server Volunteer.
- 4) There should always be a Security Volunteer present, as well as a “floating/roaming” volunteer to interact with guests and help with general supervision. If no specific role was given, the Shelter Manager will assign

Security Volunteer: Please review pages 57-63 prior to your shift beginning

Check-In Volunteer: See Shelter Manager for specific instructions.

Check-In Volunteers assist the Shelter Manager at the Check-In desk. They will also provide a name tag for the guest to wear and a guest number sticker for the guest to place on their bags. On Sundays or guest’s first night of the week, the check-in volunteer will also provide each guest with a new toiletry kit and create a bedding bag tag to be put on the bedding bag after the check-in rush is complete. They will provide a clear plastic bag with the guest number on the inside top portion of the bag if it is the guest’s first night with the shelter this season. Only toiletry items provided by COFM, cell phones, chargers, earbuds, 1 book, cigarettes, lighter, medications (in original container) and small electronics are allowed in the clear plastic bag. NO VAPING products allowed. Bag may not be filled more than ½ way to allow a hands-free inspection. If more than ½ way, guest will be instructed to remove items and place in their personal belongings bag. The exception will be if the guest takes a lot of medications. At no time can the clear bag be stuffed. THERE WILL NOT BE ANY CHANGE OF CLOTHES allowed this season except for Host Sites that offer showers or a guest who has a uniform that they need to wear in the morning. If a guest arrives wearing a uniform and needs to change, please see Shelter Manager for guidance. Only people who sign up for an on-site shower may have a change of clothes for that night only. Volunteers will also provide bus passes from 7:30 to 8:30 p.m.

Floater/roamer volunteer: Once guest has been electronically checked in, the volunteer will guide guest to the personal belonging area where the guest will place their bags.

Servers: Set up tables and chairs for dinner, serve dinner to guests, and help with general clean-up after dinner.

Evening Safety and Security Volunteer

The Safety and Security Volunteer have three key responsibilities which are outlined below. The job responsibilities are solely dedicated to the safety and security at the shelter site. This volunteer should work closely with the Key Leader and Shelter Manager to make sure that important information is communicated throughout the first shift.

The Safety and Security Volunteer need to arrive at the Host Site no later than 5:15 p.m. and remain at the shelter site until the night shift has been briefed and the shelter doors are locked at 9:00 p.m. The overnight and check-out volunteers on shifts 2 and 3 will also act as security.

Safety First! When the Safety and Security Volunteer arrive for the evening, he or she should first conduct a walkthrough of the facility to make sure carbon monoxide detectors are plugged in (if required at that facility), all signage has been posted, exits are easily accessible, and separate sleeping areas for men and women have been designated. If any valuables are visible, this needs to be communicated to the Key Leader so that the items can be moved to a secure location.

Security: One of the most important responsibilities of the volunteer is to assess the guests for drugs and alcohol **BEFORE** they are invited to check into the shelter. This Volunteer acts as the first barrier for the shelter. Remember we are a *low barrier* shelter but that does not mean *no barrier*. We do not allow guests to enter the shelter if they are visibly intoxicated or high on drugs. We will allow guests to enter the shelter if they have alcohol on their breath but not if they are intoxicated. Refer to the security protocol (p. 41, 59, 75) provided in the corresponding pages if a guest needs to be prohibited from entering. Notify Shelter Manager (SM) in order for the SM to conduct a field sobriety test while the security volunteer is present and out of range of other guests.

The assessment process should include the volunteer casually engaging with guests prior to check-in. It will be necessary to walk outside to engage with the guests.

Should a situation arise in the shelter with a guest, the Safety and Security Volunteer might be called on to intervene. Please refer to the security protocol provided at training and also found in the training manual when trying to resolve a situation. If you believe outside assistance is warranted, **do not hesitate to call 911.**

All restrooms, exits, and sleeping areas should be checked frequently throughout the night.

Over Capacity Plan: The Safety and Security Volunteer should be very familiar with the Over Capacity Plan in the event the Shelter Manager needs his/her assistance to implement it. If the site is at or near capacity, the overnight shift should be briefed and given instructions on how to implement the plan.

Safety and Security Rules and Guidelines

Fire/Safety Kit will be located on the COFM trailer and must be put inside the Shelter Host Site upon arrival. Items included are: (1) Fire extinguisher, (2) smoke alarms, (2) Flashlights, (2) CO2 Detectors.

Note: During overnight shift, one volunteer must be awake at all times. One volunteer must be designated as a fire watch volunteer.

First Aid Kit is available in the COFM medical tote for minor medical needs. Medications such as Tylenol and Advil are in the Medical Kit. They are available should guests **request** them, but **under no circumstances should any volunteer distribute any medicines. If a guest requests something from the medical kit please direct the request to the Shift Leader or Shelter Manager.**

Guests' Personal Space: Volunteers should not put name tags on guests, but instead hand them the name tag and let them put it on. The same goes for handling their personal belongings at check-in. Volunteers should not put guests' belongings into storage bags as guests should have already stored their belongings in the black plastic bag provided by security. **At no time should a volunteer put their hands in a guest's pocket or on any articles of clothing. At no time should a volunteer assist a guest with personal hygiene needs. This will be discussed at training.**

Security Protocol for a guest that becomes agitated or hostile.

8. Back away from the guest and give the guest space.
9. Do not be confrontational and do use a non-threatening voice.
10. Do not turn your back on the guest.
11. Ask another volunteer to get the Shift Leader in charge (or Shelter Manager on evening/overnight shift).
12. Let the guest know you have requested that your Shift Leader/Shelter Manager speak with him/her so the guest knows what is going on.
13. When Shift Leader/Shelter Manager arrives, back away and explain the situation outside of the guest's hearing.
14. Shift Leader/Shelter Manager determines whether the situation requires outside assistance.

When to Call for Assistance

Examples of when to call the non-emergency phone numbers in the Key Contacts/Emergency List located on page 15.

- An individual is disrupting the shelter environment verbally and will not stop. Call and request a CIT (Crisis Intervention Team) Law Enforcement Officer.
- If a shelter guest is asked to leave and does not, but is passive, call and request a CIT Law Enforcement Officer.

Examples of when to call emergency number (988), (911):

- **If a person is suicidal or seems to be having a non-violent crisis, call 988 using the shelter phone.**
- **Any time an individual is violent, immediately call 911.**
- An individual is upset over something or someone at the shelter and you feel he/she is on the verge of becoming physical/violent. Call 911.
- An individual appears disoriented/incoherent but non-violent. Is this a medical emergency? Stroke? Mental health issue? Call 911 and request EMS.

The above examples were furnished by Colonial Area Crisis Intervention Team (CACIT). The goal of the CACIT program is to reduce unnecessary incarceration of people with mental illness and to provide them with appropriate care. Implementation of the CIT model includes special training in the use of de-escalation techniques, which results in better treatment of the mentally ill and a safer environment for the individual and Law Enforcement Officer. Based on your assessment of the situation, follow the procedures you have been given (ABOVE) for use of the non-emergency and emergency (988), (911) numbers and the criteria for requesting that a CIT officer respond if available.

Law enforcement is very supportive of our shelter program. If a situation arises that is not an emergency, but you feel police support is warranted, don't hesitate to call the non-emergency number.

Crisis Intervention Tips

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- Be accepting. Be wary and avoid coming across as judgmental.
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- Clear non-essential personnel. If you have an audience you are more likely to have a show.

Be sure to do a CHECK on yourself. Make sure you are:

- C entered with appropriate distance, with:
- H ands hanging
- E asy slow gestures
- C alm voice
- K ind eyes

ITEMS YOU MAY KEEP

If it is not on this list then it must go in the black belongings bag

1 CLEAR PLASTIC BAG (Provided to you on first night stay- REMOVE TRASH – ½ full or less)

HOODIE

MEDICINE (original container - NO PILLBOXES)

1 BOOK/BIBLE

IPAD or LAPTOP (if it fits in clear bag provided)

SMALL ELECTRONIC DEVICE (music/games device-must have headphones/earbuds)

CELL PHONE AND CHARGER

CIGARETTES AND LIGHTER (no e-cigarettes (Only 1 smoke break between 8:00p.m-8:15p.m.)

COFM supplied toiletry kit (in clear bag – no personal products)

Change of clothing (ONLY if you are signed up for a shower, 1 top and 1 bottom)

Tri/bi-fold wallet or change purse

1 Brush or Comb

Shelter Guest Priority and Over Capacity Protocol

The first 25 guests (30 if the host site allows it) who check into the Shelter will receive priority for the next night and will be guaranteed a spot **as long as** they check into the Shelter by 7:30 p.m. **the next night**. (A later check-in time is allowed if due to a job and the Shelter Manager has been notified in advance.) This resets every Sunday.

40 is the maximum number of **different individual guests** a Shelter can serve for the week. This is due to the total number of bedding bags and other supplies available for a given week.

Once either 25 guests for the night (30 if the host site allows it) or 40 different shelter guests for the week have been served, our Over-Capacity Protocol must be followed.

This means, for example, that if one of the first 25 guests misses the next night during the week, **AND we are at capacity** (meaning that we already have 25 guests that evening), that guest will lose his or her priority when he/she returns. If that guest does return after an absence, he or she must wait until 7:30 p.m. to see if a space becomes available. The guest may come in for dinner, but all guest belongings will be held at the check-in desk labeled with the first and last name until a determination has been made about space availability.

Example: John Doe checks in Sunday night and spends the night, and therefore has priority for the next night. Then John Doe chooses not to come back on Monday by 7:30 p.m. If we are at capacity, John's spot will be given away at 7:30 p.m. John now loses his priority status. If he returns on Tuesday night and shelter is not at capacity, John can stay and will have his spot saved for him on Wednesday night as long as he arrives before 7:30 p.m.

NOTE: To simplify understanding guest priority, think of it this way: Sunday night's guests have priority on Monday as long as they arrive by 7:30 p.m.; Monday night's guests have priority on Tuesday as long as they arrive by 7:30 p.m.; and so on...

Over Capacity Protocol

This plan becomes effective immediately when a Shelter reaches the COFM approved maximum capacity, defined as either 25 guests on a single night (30 if host site has the capacity) or a total of 40 different individual guests during the week. The Shelter Manager will implement this plan if needed.

1. If an individual or individual with children arrives after capacity is reached and fleeing domestic violence, call Avalon at 757-258-5051 to determine if space is available. If space is available at Avalon but the guest does not have transportation, Avalon will arrange for a taxi service. If Avalon is unable to offer shelter, go to #2...
2. If an individual arrives after capacity is reached and is from the Newport News or Hampton area and has transportation, provide a PORT or A Night's Welcome shelter schedule located in the SM Binder. If individual does not have transportation, provide them with an HRT and WATA bus pass with the understanding that if they return and we are not below 18 guests consistently for at least a week, we will not be able to give them shelter or an additional bus pass.
3. If the Shelter has reached capacity **and is located in the City of Williamsburg**, call Police Dispatch at 757-220-2331. Inform dispatch that the COFM shelter is at over capacity for the night and that you have a guest who needs shelter. Ask dispatch to have the on-call social worker call the shelter back. Give the dispatch two possible phone numbers to reach you. Provide the COFM cell phone, and another cell number. When the social worker calls back, explain the shelter is over capacity and ask if they can provide a hotel for the night. The City of Williamsburg Social Services will also arrange for transportation if needed. If Social Services is able to provide a hotel, let the individual know it is only for one night. Tell the individual they should report/call the next day to the Department of Williamsburg Human Services (across from the City of Williamsburg Police Department) at 401 Lafayette Street in Williamsburg.
4. If the Shelter has reached capacity and is located in **James City County or Upper York County**, Jen Cherry of United Way will be called (334-791-5109) stating we have reached capacity and with the following protocol:
 - a. Individual with a child under 18
 - b. Individual over the age of 60
 - c. Individual between 18-59 and has a disability that will prohibit them from caring for themselves. Please note: if it is a mental disability, the individual must be able to stay alone in a hotel without assistance.
 - d. Individuals 18-59 without a disability OR outside James City County/Upper York County will not be offered assistance regardless of their residency. Please go to #5 BELOW.
5. If the guest is from the Greater Williamsburg Area, invite the individual to check back again the next night at the shelter to see if a COFM shelter spot has become available but there is no guarantee.
6. If none of the resources above are able to provide shelter, then the SM will call the ED to discuss it.

Shower Procedures at the YMCA

R.F. WILKINSON FAMILY YMCA
301 Sentara Circle
Williamsburg
757-229-9622

We are very fortunate to have the YMCA partnering with COFM. Please note our schedule has changed. The Y has agreed to offer showers on Tuesdays and Fridays to COFM guests. This service is available from 6:00 – 8:40 AM. Guests must depart the Y no later than 9:00 AM. This time schedule is strictly enforced.

If a Shelter Host decides to offer “Y” showers to guests, please be advised of the following:

1. Sam Prada is our contact at the YMCA. She must be emailed with a list of guests the night before. The list should be emailed to the front desk at PL05@ymcavp.org and cc Sam.Prada@ymcavp.org and Gretchen.Lang@ymcavp.org.
2. There is a shower sign-up sheet with specific times allotted located in the YMCA folder at the check-in desk. There is also a YMCA Code of Conduct Sheet that each guest must agree to and abide by while at the YMCA.
3. At the Y, guests must show their ID. On their first visit of the shelter season, guests will need to sign a liability waiver. This form is simple and takes only a few minutes to complete.
4. The Host Site or Shelter Partner must send a chaperone to be at the Y when guests are using the facility.
5. COFM provides shower towels for guests. They are stored in the marked bins. The chaperone will need to take clean towels to the Y for each guest who has signed up for a shower. Chaperone should also take a plastic bag or laundry bag (gray w/black handle) for wet, used towels.
6. Guests must provide their own transportation to the YMCA or may be given a bus pass.
7. **The wet/used towels and any clean towels that were not used must be returned to the Host Site that day.**
8. **The chaperone MUST call the ED at the end of their shift at the Y to give a report even if there were no instances.**

09/2025

YMCA SHOWER SIGN UP (**Chaperone, please read)

Date: _____ YMCA Shower date: _____

So that we can continue our relationship with the YMCA, these protocols must be adhered to.

*****Chaperone:** Please call the Executive Director at the end of your time for a report or if there are any issues, please call immediately. Executive Director phone number is 757-634-6787. **Please note, NO guest will be allowed showers after 8:40 a.m.**

Showers are **limited to 20 minutes**. Guest will need to show up at their designated time. If guests **goes over** their designated time, they will **not be allowed back at the YMCA for the remainder of the season**.

No more than 4 guests are allowed in the locker room at a time.

No guests are allowed in the building who are not on this list.

HOST SITE: Please check bus schedule for your site before signing up guests without vehicles.

Shower Time	Guest #	First Name	Last Name Initial
6:00 a.m. (M)			
6:00 a.m. (M)			
6:00 a.m. (F)			
6:00 a.m. (F)			
7:00 a.m. (M)			
7:00 a.m. (M)			
7:00 a.m. (F)			
7:00 a.m. (F)			
7:20 a.m. (M)			
7:20 a.m. (M)			
7:20 a.m. (F)			
7:20 a.m. (F)			
7:40 a.m. (M)			
7:40 a.m. (M)			
7:40 a.m. (F)			
7:40 a.m. (F)			
8:00 a.m. (M)			
8:00 a.m. (M)			
8:00 a.m. (F)			
8:00 a.m. (F)			
8:20 a.m. (M)			
8:20 a.m. (M)			
8:20 a.m. (F)			
8:20 a.m. (F)			
8:40 a.m. (M)			
8:40 a.m. (M)			
8:40 a.m. (F)			
8:40 a.m. (F)			

HOST Showers-Towels

For host sites that offer showers, a sign-up sheet will be at the check-in desk with specific times available. Generally, showers will begin at 7:30 p.m. and end by 9:30 p.m. **ABSOLUTELY NO SHOWERS** are allowed in the morning.

If a guest signs up for a shower, he or she is given a clean towel at the time the shower is taken. When the guest completes shower including wiping down surfaces, the volunteer asks guest to place used towel in gray laundry bag (bag with black strap). Each Host Site has approximately 50 clean towels to use for the week.

Showers are optional at Host Sites. It is up to the Host Site to determine how many nights they wish to offer showers. It is recommended to offer showers 2-3 nights (Monday, Wednesday, and Saturday). Exceptions may be made.

Guests will have the opportunity to shower at the YMCA on Tuesday and Friday mornings if showers are not available at the Host Site. Please refer to YMCA showers protocol in this manual. The chaperone must pick up clean towels at the host site based on the number of guests signed up. Shower chaperone needs to pick up the shower schedule in person or electronically and is required to provide a report to COFM AED or ED at the end of their shift by calling the number on the YMCA sign-up sheet.

Bed Linens Check-In and Check-Out

Bedding Tags are numbered by check-in volunteers when guests check in for the evening. Tags should be taken to bedding bag distribution location by 8 p.m.

Volunteers should take white bedding bag and securely attach guest's manila tag number to the top of the pull string.

Each bag will have: one flat sheet, one fitted sheet, a pillow, pillowcase and one blanket.

Bedding is distributed to guests at 8:15 p.m.

Guests keep their same bedding for the *entire week*. (Keep bedding in numbered order for easier access.)

Guests must return bedding bag to the designated area before receiving breakfast.

Overnight volunteers will break down any bedding bags of absent guests and place in the appropriate grey laundry bags

On Sunday mornings, guests will have to separate their linens and put in the appropriate laundry bags that are set up prior to wake-up call at 6:00 am.

POLICY ON GUESTS REQUESTING LATE ARRIVAL

Even though COFM has a policy of closing the shelter nightly at 9:00 p.m., COFM has tried to be flexible and understand that sometimes guests need to work late and cannot get to the shelter before 9:00.

Volunteers cannot grant permission for late arrivals. Guests can only make late arrival arrangements with a Shelter Manager, Assistant to the Executive Director or Executive Director. Volunteers cannot grant permission for late arrivals.

The need for this policy is a direct result of some guests abusing the late-arrival allowance in the past.

Rev. 10/2025

Important Announcements

(To be made at dinner time when everyone has gathered but BEFORE food is served)

Welcome the guests

- Warming stations: generally, the library and county/city recreation center. Check for current updates before announcing.
- Please announce if there is a visiting agency for this evening. Check with the shelter manager.
- Identify all exit signs. Give specific instructions on where to exit in case of fire and give designated meeting place outside, in the event of an evacuation.
- Identify bathrooms: Only one person at a time; exception is early morning and then up to 2 people.
- Stay guarantee: for guests who are present tonight, they will have their space reserved until 7:30 the next evening. This process repeats itself each evening with the exception of Sunday. No guarantees for Sunday evening check in.
- The kitchen is closed to serving meals by 7:45 p.m. The kitchen is closed completely by 8:30 p.m. If a guest arrives after 7:45, no hot meal is guaranteed. A sandwich and a beverage will be provided.
- Sleeping arrangements: males in one area; women in another area; families (only one parent) in a separated area. NO co-mingling. Only 1 mat per person.
- If showers offered: review shower procedure/set up.
- There is only ONE SMOKE BREAK, from 8:00 – 8:15 p.m. Guests are to stay in a group and can only come back in individually if the volunteer has sight of the group and the entrance door. If this is not possible, then the group goes out as one and comes back inside as one.
- Once a guest leaves the shelter, they are not allowed back in until the next check-in evening.
- There is NO access to personal belongings until check out in the morning.
- ABSOLUTELY NO ELECTRONICS ARE TO BE ON AFTER 10:00 p.m. If a wake up call is needed, please inform the check-in desk.
- There is a ZERO tolerance for drugs, drug paraphernalia or alcohol within the shelter.
- Breakfast at 6:00 a.m. All linens must be returned to bedding bag and bedding bags must be placed in designated area before receiving breakfast.
- Check out is at 7:00. Guest will retrieve their belongings and exit at that time. NO BAGS can be left.

E

**SHIFT 2
OVERNIGHT
SHIFT**

Overnight Volunteers

Upon arrival, overnight volunteers get a briefing from the Shelter Manager about guests. Overnight volunteers should be told of any possible late arrivals or if there are specific circumstances/individuals they need to be aware of for the evening.

Volunteers should make sure men and women are closely monitored and kept separated once bedding has been distributed. Men and women may socialize in a common area to watch a movie, etc., prior to 10:00 p.m. as long as guests are monitored and there is no bedding in that area.

Building is to be locked at 9 pm. Guests arriving after 9 pm must be accompanied by a police officer unless work approval has been given by the AED, ED or Shelter Manager.

Lights out at 10 pm. Dim all lights and make sure guests are in their designated area. **ABSOLUTELY NO ELECTRONICS ON AFTER 10 p.m.** If a wakeup call is needed, please make a note on the guest log sheet.

1. Restrooms need to be monitored at all times. Men and women are never to share bathrooms at the same time. One guest at a time in the bathroom. Exception: During the morning, between 4:30 a.m.-7:15 a.m., a volunteer can knock at the bathroom door to see if the occupying guest is ok with someone else being in the bathroom. If the guest is agreeable, then another guest can enter but at **NO TIME WILL THERE EVER BE** more than 2 guests in the bathroom at one time.

One volunteer must be awake at all times and one may need to be the designated "Fire Watcher" (if building does not contain overhead sprinkler system). Fire Watcher must be aware of building exits and use of fire extinguisher and must walk around every 20 minutes to watch for any signs of fire.

Overnight Safety and Security Volunteer

Safety and Security during the overnight shift is vital for the guests, staff, and volunteers. The Shelter Manager, Key Leader, and volunteers work closely together to make sure that important information is communicated throughout the second shift. Three items are key:

Safety First! When the Overnight Volunteers arrive for the night, they should meet with the shelter manager and previous shift to get training and updates. Then they should walk through the facility to familiarize themselves with the shelter layout and ensure that all safety measures are in place for the night. Examples are carbon monoxide detectors are plugged in (if required at that facility), all signage has been posted, exits are easily accessible, and the separate sleeping areas for men and women are being utilized appropriately. If any valuables are visible, they should be secured and brought to the Shelter Manager's attention when he/she arrives.

Security: One of the most important responsibilities of the volunteer, prior to the SM arriving at 1:00 a.m., is to assess any late arriving guests for drugs and alcohol **BEFORE** they are invited to check into the shelter. This Volunteer acts as the first barrier for the shelter. If the guest is escorted by the police, ask the officer about their sobriety status. Remember we are a *low barrier* shelter but that does not mean *no barrier*. We do not allow guests to enter the shelter if they are visibly intoxicated or high on drugs whether they are brought by the police or are authorized late arrivals. We will allow guests to enter the shelter if they have alcohol on their breath but not if they are intoxicated. If they are not allowed in the shelter, please inform the officer that for the safety of those inside the shelter, COFM policy prohibits you from allowing intoxicated guests to enter. This policy also applies to authorized late arrivals. If you turn a late arrival guest away, contact the local police to notify them that you turned a guest away, note which direction they are headed, and are notifying them for the safety of the guest.

Should a situation arise in the shelter with a guest, the Safety and Security Volunteer might be called on to intervene. Please refer to the security protocol provided at training and also found in the training manual (page 41, 59, 75) when trying to resolve a situation. If you believe outside assistance is warranted, **do not hesitate to call 911**.

All restrooms, exits, and sleeping areas should be checked frequently throughout the night.

Over Capacity Plan: The Safety and Security Volunteer should be familiar with the Over Capacity Plan. If the site is at or near capacity, the overnight shift will only allow late arriving guests who are on our roster and are part of our guest count. Almost always the police will contact COFM Executive Director ahead of time if bringing any additional guests, but if not, then you will notify the police with the potential guest that we do not have any available space and they are to call the corresponding social/human services on call to see if they can offer assistance.

Safety and Security Rules and Guidelines

Fire/Safety Kit will be located on the COFM trailer and must be put inside the Shelter Host Site upon arrival. Items included are: (1) Fire extinguisher, (2) smoke alarms, (2) Flashlights, (2) CO2 Detectors.

Note: During overnight shift, one volunteer must be awake at all times. One volunteer must be designated as a fire watch volunteer.

First Aid Kit is available in the COFM medical tote for minor medical needs. Medications such as Tylenol and Advil are in the Medical Kit. They are available should guests **request** them, but **under no circumstances should any volunteer distribute any medicines. If a guest requests something from the medical kit please direct the request to the Shift Leader or Shelter Manager.**

Guests' Personal Space: Volunteers should not put name tags on guests but instead hand them the name tag and let them put it on. The same goes for handling their personal belongings at check-in. Volunteers should not put guests' belongings into storage bags as guests should have already stored their belongings in the black plastic bag provided by security. **At no time should a volunteer put their hands in a guest's pocket or on any articles of clothing. At no time should a volunteer assist a guest with personal hygiene needs. This will be discussed at training.**

Security Protocol for a guest that becomes agitated or hostile.

15. Back away from the guest and give the guest space.
16. Do not be confrontational and do use a non-threatening voice.
17. Do not turn your back on the guest.
18. Ask another volunteer to get the Shift Leader in charge (or Shelter Manager on evening/overnight shift).
19. Let the guest know you have requested that your Shift Leader/Shelter Manager speak with him/her so the guest knows what is going on.
20. When Shift Leader/Shelter Manager arrives, back away and explain the situation outside of the guest's hearing.
21. Shift Leader/Shelter Manager determines whether the situation requires outside assistance.

When to Call for Assistance

Examples of when to call the non-emergency phone numbers in the Key Contacts/Emergency List located on page 15.

- An individual is disrupting the shelter environment verbally and will not stop. Call and request a CIT (Crisis Intervention Team) Law Enforcement Officer.
- If a shelter guest is asked to leave and does not, but is passive, call and request a CIT Law Enforcement Officer.

Examples of when to call emergency number (988), (911):

- **If a person is suicidal or seems to be having a non-violent crisis, call 988 using the shelter phone.**
- **Any time an individual is violent, immediately call 911.**
- An individual is upset over something or someone at the shelter and you feel he/she is on the verge of becoming physical/violent. Call 911.
- An individual appears disoriented/incoherent but non-violent. Is this a medical emergency? Stroke? Mental health issue? Call 911 and request EMS.

The above examples were furnished by Colonial Area Crisis Intervention Team (CACIT). The goal of the CACIT program is to reduce unnecessary incarceration of people with mental illness and to provide them with appropriate care. Implementation of the CIT model includes special training in the use of de-escalation techniques, which results in better treatment of the mentally ill and a safer environment for the individual and Law Enforcement Officer. Based on your assessment of the situation, follow the procedures you have been given (ABOVE) for use of the non-emergency and emergency (988), (911) numbers and the criteria for requesting that a CIT officer respond if available.

Law enforcement is very supportive of our shelter program. If a situation arises that is not an emergency, but you feel police support is warranted, don't hesitate to call the non-emergency number.

Crisis Intervention Tips

Intervening in a crisis successfully

- Listen to what the guest has to say. Being a good listener shows the individual that you care.
- Don't rush; letting the individual speak helps you to understand and allows them to vent.
- Be empathetic not sympathetic. Empathy is trying to understand how someone feels whereas sympathy is feeling sorry for someone.
- Be sincere and genuine. If you try and "act", people will know and you will come across as phony.
- Be accepting. Be wary and avoid coming across as judgmental.
- Use "I" statements. Take ownership of what you say. It shows you are personally committed to helping them.

Balance is the key - Offset someone's voice with your own

- If someone is loud or shouting, lower the volume of your voice.
- If someone is speaking fast, slow down the rate of your own speech.
- A slow steady conversational pace shows people you are listening and thinking.

Keep it simple

- "My name is _____, what's your name?"
- State the obvious. "Are you okay? You look upset?"
- Gently probe with open ended questions.
- Restate for clarification.

Probe (Open and Closed Questions)

- Restatement - Restating is repeating back what you heard in summary. This communicates you were listening and want to help.
- Reframing - Reframing is taking something out of its original context and placing it into another for the sake of clarification.
- Reflection - Reflection is asking people to recall similar events and how did they cope with them successfully in the past.
Example: You said this isn't the first time. How did you handle this before?
What is different this time from before?

Putting it all together - Safety and Security

- Be aware of the scene.
- Maintain proper distance.
- Assume an open and non-threatening posture.
- Maintain calm and steady tone, volume and cadence in your voice.
- Clear non-essential personnel. If you have an audience you are more likely to have a show.

Be sure to do a CHECK on yourself. Make sure you are:

- C entered with appropriate distance, with:
- H ands hanging
- E asy slow gestures
- C alm voice
- K ind eyes

F

**SHIFT 3
MORNING CHECK-OUT
SHIFT**

Shift 3 Responsibilities and Guidelines

Volunteers must arrive at 5:30 a.m. to ensure adequate staffing and briefing on procedures, begin preparing breakfast, etc.

Kitchen/Servers: A minimum of 2 volunteers unless meals are prepackaged, then 1 volunteer would be required although at least 2 are preferred.

1. Meals may be served buffet style or sit down/serve style.
2. All breakfast serving is to be completed by 6:30 a.m. and clean up begins.
3. Because of the bus schedule, it is beneficial to check with the shelter manager to see if the guests will need to leave earlier than 7:00 a.m. in order to catch the bus.

Checkout: A minimum of 2 volunteers with one acting as security.

1. You may walk through the sleeping area and announce (in a calm, kind voice) that it is time to rise. AT NO TIME are you to touch the guests, mats or their belongings.
2. Be mindful that the guests may be disoriented or reserved towards you as they are in a strange place and going through a challenging time. This does not excuse, however, any rude or threatening behavior. Please bring any concerns to the shelter manager on duty.

CHECKOUT PROCEDURES - SHELTER

- All lights should be turned on at 6:00 a.m, except for host sites that have the kitchen by the sleeping area. Volunteers should walk around to make sure guests are awake and getting up. Volunteers should verbally wake up guests if need be. All guests must be check-out and off-property by 7 a.m. NEVER TOUCH A GUEST OR KICK THE MATS.
- All guests must place their bedding in the white bedding bag that was provided to them the night before but leave the pillow on the mat. Guest will place their bedding bags in the designated area. If the tag has fallen off, volunteer will make a new bedding bag tag and have guests put it on bag.
- Guests must return their bedding bags to the designated area before they are served breakfast.
- Guests are invited to breakfast.
- Once a guest has finished breakfast, the guest checks out all personal belongings. (Note: not all guests check in personal belongings). No personal belongings may be stored at a Shelter during the day with the exception of preauthorized workers.
- Checkout volunteer(s) are stationed at building entrance AND at the belonging bags area. The volunteer checks the *Guest Check-in Sheet* to determine if a guest checked in personal belongings the night before and marks the number of items returned to the guest in the “bags out” section of the bag log sheet if there is not a shelter manager.
- Provide guests with a simple bagged lunch. FYI-not all guests will want lunch.
- WISH YOUR GUEST A GOOD DAY!

Inclement Weather Contingency Plan

Due to occasional inclement weather, there may be times when WATA has suspended bus service. During this time there needs to be a weather contingency plan between COFM and the Host Site. Please note that COFM has been informed by the City of Williamsburg and James City County that they will not be offering assistance unless it is considered a County/Citywide state of emergency event. If it is determined as such, they will open a community-wide shelter open to the public but will not provide transportation.

This plan will consist of COFM Weather Contingency Coordinator (Executive Director or Assistant to Executive Director) and Inclement Weather Contingency Team, comprised of Host Site/Shelter Partner volunteers to assist with meal deliveries, make calls, possible transportation of volunteers, and if necessary, serve as inclement weather day shelter volunteers.

Of course, it is left to the discretion of the Host Site to determine whether shelter guests will be permitted to stay if inclement weather causes WATA to delay or suspend bus service for the day. This does not mean that guests must be allowed to stay beyond the usual 7:00 AM closing time. However, on days when the WATA bus system is delayed or WATA is closed, it is often in the best interest of COFM guests to be allowed to stay at the shelter later than 7:00 AM if this does not cause undue hardship to the Host Site.

COFM suggests, in order to best care for shelter guests and volunteers, Key Leaders need to discuss inclement weather contingency plans when they are in the earliest stages of preparation for their shelter week. This will be covered during the official COFM training for Key Leaders in October.

When planning for hosting a shelter week, Key Leaders should consult with their congregation's staff in order to determine whether the facility will be allowed to remain open past 7:00 AM on a day when, due to inclement weather, WATA bus service is either delayed or stopped.

Questions to consider:

- As a Host Site, will we allow guests to stay later than 7:00 AM if the buses are delayed or not running?
- As a Host Site, are we prepared to provide transportation for shelter volunteers in extreme weather conditions and, if so, will we use congregation vehicles such as a church bus or volunteer vehicles (4-wheel or all-wheel drive) under these special circumstances?
- If the weather prevents morning volunteers from getting to the shelter, will we have enough volunteers present to stay longer or are there additional volunteers available to call in an emergency?
- Consider that some volunteers may need to leave to go to work. If so, will we have at least three volunteers who can be present with our guests during the day?
- If the Host Site is snowed-in and we have allowed guests to stay, will we have enough food on-site or will we need help bringing in extra food?
- If the Host Site is snowed-in, will we have enough volunteers who can stay for long periods of time or will we need to have shifts and transportation to support these shift changes?

Steps to follow:

- During the planning stages for your shelter week, make a contingency plan specific to your congregation. If a Host Site is working with Shelter Partners, everyone should be included in the weather contingency discussion and planning.
- Please communicate your contingency plans to the COFM Executive Director and COFM Assistant to the Executive Director. Please include the name, phone numbers and email addresses of the volunteers who will be the primary contacts for the Inclement Weather Contingency Team in case your congregation will require support.
- During your shelter week, Inclement Weather Contingency Team and the COFM Inclement Weather Coordinator will be monitoring the forecast and remain in contact.
- COFM needs to be made aware whenever the shelter is open and serving guests.

If shelter guests are allowed to stay at the Host Site beyond 7:00 AM:

- Inclement Weather Contingency Team needs to notify the COFM Inclement Weather Coordinator if they need outside assistance.
- Host Site must have guests leave the shelter once the WATA buses are running again.
- COFM suggests giving guests smoke breaks at 7:00 AM, 12:30 PM and 5:00 PM if guests are there all day.
- Host Site needs to keep shelter guests' personal belongings secured during the extended stay.
- Shelter volunteers can allow guests supervised access to their personal belongings between 7:00 and 7:15 AM in the event they need to retrieve something for the day ahead. However, guests are not allowed to retrieve/keep items in the shelter that are not normally approved.
- The traditional bagged lunch can be served to shelter guests at noon (or another time more convenient for the Host Site) if they are still in the shelter at that time
- If a guest checks out of the shelter at any point during the extended stay, he/she is not allowed to return until the regular 6:30 pm shelter check-in time.

All other shelter rules and policies are in effect during an inclement weather day.

G

BREAKDOWN/PACK UP
END OF THE WEEK

Laundry Instructions

Host Sites/Shelter Partners will use Merrimac Center for laundry services. This facility is next to the jail at 9300 Merrimac Trail.

Contact information: Bill Orris 757-887-0225, Gina Mingee 757-887-0225.

BAGGING DIRTY LAUNDRY - *PLEASE*** DO NOT OVERFILL BAGS DUE TO WEIGHT**

The Host Site/Shelter Partner that works Sunday morning check-out, will direct guests to separate their own laundry and place them in the gray laundry bags. Volunteers will not handle the bags until all guests have finished. The overnight crew will set out gray laundry bags with black handles in four spaced areas. The laundry bags are in a clear tote labeled LAUNDRY BAGS

- Flat sheet (will need 1 to 3 bags)
- Blankets (will need 5 to 6 bags)
- * Fitted Sheet (will need 1 to 3 bags)
- * Bedding bags (1 bag) & pillowcases (1 bag)

Dirty Laundry is then loaded onto the trailer for the next host to drop off at the Merrimac Center

DROP OFF: Dirty laundry must be dropped off at the Merrimac Center (not the jail), 9300 Merrimac Trail by 10:00 a.m. on Tuesday.

Volunteers, please go to the entrance door next to the large garage door, ring buzzer and announce that you are dropping off laundry for COFM. The garage door will be lifted, and you are to drop laundry bags in designated area to the left/front (furthest away) of the garage.

- The dirty laundry is in gray laundry bags with black straps inside the trailer or in a designated section of the host site.
- The Host Site/Shelter Partner who works Tuesday morning check-out will arrange to drop off laundry. **Dirty laundry must be dropped off at the Merrimac Center by 10:00 a.m. on Tuesday.**

PICKUP: Clean laundry must be picked up at the Merrimac Center between 2-4 on Thursday.

Volunteers, please go to the entrance door next to the large garage door, ring buzzer and announce that you are picking up laundry for COFM. The garage door will be lifted, and the clean laundry bags should be just inside of the garage.

- The Host Site/Shelter Partner who works Thursday check-in is responsible for picking up clean laundry. Clean laundry must be **picked up at the Merrimac Center between 2-4 on Thursday.**
- Please count and put the clean laundry back in the appropriately marked bins that are in the trailer. **(Not the bins that you are using for the week.)** This is generally done by the evening-overnight team although the evening check-in could do so if they are not busy. **THERE SHOULD BE AN INVENTORY SHEET IN THE BIN.** Be sure to update the inventory numbers when adding the clean laundry to the bins. **If there is a shortage please notify the Assistant to the Executive Director right away (757-634-3009).**

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End of Week Check List

1. On Saturday night, after all bedding has been given out for the night, please have volunteers take inventory of the contents of the bins used that week. Each bin has a loose piece of paper on the inside indicating the number of clean items remaining in the bin. Mark through any previous number and write the total number of clean items remaining in the bin.
2. On Saturday night, fully charge the COFM phone for the next Host Site.
3. On Saturday night (to prepare for Sunday morning after the guests have checked out) please do the following before loading the trailer:
 - Make sure all items are placed back into the correctly labeled bins so that nothing is left behind. Don't forget to unplug night lights, charging towers, and carbon monoxide detectors and put them back in the appropriate bin.
 - Spray all mats with backpack sprayer filled with disinfectant before loading any mats into the trailer (either Shelter Manager or volunteer)
 - Make sure all Intake binders, volunteer log, bus pass log, and other log binders/books along with Electronics are put in the rolling tool cart to go on the trailer. Be sure that the rolling cart is locked. The Shelter Phone and Set of trailer keys are in a separate bin that must be handed off in person from the Key Leader to the Key Leader at the next Host Site.
4. Loading the Trailer:

Please refer to Shelter Trailer Manual for loading next week's bins. This manual is located in the mobile unit and also in the rolling cart.

H

SUNDAY MORNING
TRANSFER

Break Down and Loading Up Trailer

- The Host Site/Shelter Partner that works Sunday morning check-out, will direct guests to separate their own laundry and place them in the gray laundry bags. Volunteers will not handle the bags until all guests have finished. The morning crew will set out gray laundry bags with black handles in the designated area with signs. The laundry bags are in a clear tote labeled LAUNDRY BAGS

Flat sheet (will need 2 to 3 bags)

Fitted sheet (will need 2 to 3 bags)

Blankets (will need 5 to 6 bags)

Bedding bags and pillowcases (1bag each)

- On Sunday morning after the guests have checked out, please do the following before loading the trailer:
 - Make sure all items are placed back into the correctly labeled bins so that nothing is left behind. (Don't forget to unplug night lights, charging towers, heater and put them back in the appropriate bin.)
 - Spray all mats with backpack sprayer filled with disinfectant before loading any mats into the trailer.
 - Make sure all Intake binders, volunteer log, bus pass log, and other log binders/books along with Electronics are put in the rolling tool cart to go on the trailer. The Shelter Phone and Set of trailer keys must be handed off in person from the Key Leader to the Key Leader at the next Host site.

Loading the Trailer:

- Please refer to Shelter Trailer Manual (located inside the trailer by the side door or in the rolling check-in cart) for loading the trailer so that the next site has easy access and content travel is safe and secure.
- Transfer of Trailer/confidential materials from Host Site to Host Site: KEY LEADER, Please refer to the trailer transfer sheet provided to you at the beginning of the season in order to coordinate with the next Host Site. There is also an inspection sheet that needs to be signed and turned into the Shelter Manager.

Cargo Trailer Guidelines and Trip Checklist

Please turn in the signed copy of this checklist to COFM Shelter Manager on Sunday Morning once checklist is completed, if shelter manager is not available please contact the Executive Director

**Load and unload cargo trailer while it is still hitched to the tow vehicle
or
if the 2 jacks are in place in the back of the trailer, vehicle can be unhitched**

The cargo trailer is to be used to transport sheltering supplies to each shelter site, in turn. For insurance and safety purposes, drivers of tow vehicles (rated for 2500 GVWR or more & 2" coupler and appropriate electrical connector) are asked to review these guidelines and sign-off on the checklist each time the cargo trailer is transported. A toolbox is provided inside the trailer along with **light adaptors**, lug nut wrench, chocks, tire pressure gauge, emergency flares, road cones, and a tire jack. Trailer manual is located inside the trailer on the wall. A fire extinguisher is attached to the inside of the trailer. In addition, a spare tire is located in the trailer. Four padlocks are also provided, one for the coupler and one for each of the exterior doors.

Pre-Tow Checklist: Before you begin your tow, double check these items:

- Coupler secured and locked.
- Safety chains properly rigged to tow vehicle - NOT to hitch or ball.
- Tires: Check pressure while tires are cold.
- Wheels: Inspect for cracks, dents, and bends.
- Lug nuts tight.
- Test of lights: tail, stop, and turn. **Adaptors available in toolbox.**
- Cargo is appropriately restrained (doors are latched and secured)
- ABC Fire Extinguisher
- Flares and reflectors.
- Chocks are stowed.
- Cones and triangles.
- Duralast Jacks (2)

Regular Stops Checklist: After trip, stop and check the following:

- Coupler is secure.
- Safety chains are fastened and have not been dragging.
- Tires are not visibly low on pressure.
- Cargo is secure.
- Cargo door is latched and securely fastened.

NOTE: Please do not add any donated items or articles to the trailer.

I have read the cargo trailer guidelines and checked all items listed above.

Tow Vehicle Driver Signature: _____ Date: _____

Secondary Tow Vehicle Driver Signature: _____ Date: _____

Checklist of Items to Move from Site to Site

Load on trailer according to guidelines/layout in the TRAILER MANUAL:

- All storage bins of linens/towels/toiletry kits/undergarments, etc.
- All mats
- All smaller bins of bedding bags, pillowcases, medicine bin, laundry bags
- All pillows in netted bags
- All dirty laundry filled bags
- Rolling cart with electronics and office supplies

Set the following aside for key leader or designated person to pick up. Do not load in trailer:

Small container with COFM shelter phone and keys for electronics cart and trailer. These must be handed off from key leader/designated person to next key leader/designated person.

Trailer Supplies:

To prevent congregations from accidentally using more than their weekly allocated shelter supplies, we have implemented a color-coded bin system for the bins of sheets, towels, and blankets. This simplifies the unloading process because fewer bins will need to be taken off the trailer. Please read the Shelter Trailer Manual instructions.