



Presenting Sponsor



GUIDELINES FOR IT'S MY PARK VOLUNTEERS

Last Updated: October 13, 2020

Thank you for your interest in volunteering for NYC Parks during this unprecedented time. As a result of many facility closures to reduce the spread of COVID-19, parks have become more important than ever for New Yorkers; providing space for exercise, access to nature, and a change of scenery from their homes. Our parks are being used more than ever during this crisis and any help that you can offer is greatly needed and appreciated.

In order to ensure your health and safety, in addition to the health and safety of park patrons and NYC Parks staff, **please make sure to follow the guidelines** from the [nyc.gov volunteer page](https://www.nyc.gov/volunteer) and listed below while volunteering for NYC Parks. We ask you to review this entire document thoroughly, and keep it accessible in order to review as needed. Please note: failure to abide by these guidelines may lead to a suspension of your individual and your group's ability to volunteer for NYC Parks.

- **Perform a [self-health check](#)** at home to see if you may be sick with the coronavirus. If you exhibit any of the following symptoms, do NOT volunteer.
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
- **Wear a face covering.** People who do not show symptoms may still be able to spread COVID-19. A face covering can help prevent you from spreading COVID-19 to other people, so you should wear one whenever you leave home and cannot maintain at least six feet of distance from others. A face covering can include anything that covers your nose and mouth including dust masks, reusable cotton masks, scarves, and bandanas.
 - We at PFP encourage you to make your own face covering out of your old It's My Park shirt using this easy-to-follow [online tutorial](#).
- **Keep at least six feet between you and others** and do not touch others.
- Wash your hands often, including at the start and end of your volunteer project. Use soap and water and scrub for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
- Do not touch your eyes, nose, or mouth with unwashed hands.



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- Monitor your health more closely than usual for cold or flu symptoms.

We also ask you to:

- Volunteer at a park close to where you live
- Use your own tools where possible to limit the potential spread of COVID-19 on surfaces.
 - If you do use tools that are loaned to you for your project, please make sure to handle them with gloves provided in your tool kit.
- Use chalk and measuring tape provided in your tool kit to delineate six feet of work space, and put up flyers (request these from your OCs or Catalyst staff) to encourage other park patrons to social distance from you while you work, where possible.

To lead your own It's My Park project, we require all project leaders to submit an [IMP Application](#) at least 2 weeks before your project date but not more than 6 weeks in advance. Each application is a project proposal; it is subject to approval and project details may need to be altered. Please wait until confirmation from a PfP staff member before finalizing project day plans. All projects are subject to a change in approval due to unforeseen and extenuating circumstances.

We request for all volunteers to focus projects on the three activities below, and to fill out an [outcomes form](#) after each It's My Park project to let us know about the work you completed and any issues or concerns that came up which we may need to address.

- Litter pick-up
 - **Note:** If you find a needle, other drug paraphernalia, or other sharp objects please do not handle it. Call a Parks staff member or 311 to notify them instead.
- Weeding
 - In cobble stones throughout the park, along pathways, and in garden beds.
 - **Note:** if you are weeding in garden beds and have any doubt about a particular plant being a weed, please do NOT remove it. Some plants are slow-growing and can be expensive.
- Raking
 - Clearing off leaves from pathways, garden beds and lawns

Lastly, we also suggest that you:

- Keep track of participants to continue building relationships, inform them of future projects, and for contact tracing purposes, in case a participant becomes sick with COVID-19.
- Bring your own water bottle, as access to water is often limited in public spaces.
- Bring your own snacks.
- Wear closed-toed shoes.

Thank you for volunteering for NYC Parks!