



COVID-19 Volunteer Guidelines

The Ignatian Spirituality Project reopened spiritual reflection sessions at partner residences on April 1, 2021 and overnight retreats on August 1, 2021.

As pastoral representatives of the Ignatian Spirituality Project charged with ensuring the reasonable health and safety of our community and participants, ISP volunteers are required to follow the *COVID-19 Safety Protocols* set forth on our website. The information below is offered as supplementary information to guide volunteers in implementing these *Protocols*. As always, please reach out to your local Volunteer Coordinator or ISP Regional Director with any questions or concerns.

I. Overnight Retreats

Vaccination: As the *COVID-19 Safety Protocols* document outlines, all volunteers and participants must be fully vaccinated prior to engaging in an ISP overnight retreat. This policy should be communicated clearly to the partner residences/recovery centers in the earliest stages of planning for an overnight retreat.

ISP Volunteers may confirm vaccination status of retreat participants in one of two ways:

- 1) An ISP volunteer team member(s) schedules a visit to the partner residence/recovery center, collects signed *ISP Retreat Waivers* and checks vaccination cards for each prospective participant prior to the retreat (ideally done at least a week in advance)* OR
- 2) ISP volunteer team asks the partner residence/recovery center to recommend for retreat only individuals they know to be fully vaccinated.**

The ISP Network recommends verifying vaccination ID cards (#1) as the safest route. However, local ISP teams, under the direction of their volunteer coordinators, are free to choose either of the two options above that best suits their team and circumstances. In either case, individuals planning to attend an ISP retreat should sign the *Retreat Waiver* before arriving at the retreat center.

To ensure transparency and mutuality, all volunteers (facilitators, drivers, those in direct service roles) agree to have their vaccination cards on their person during the retreat (or while driving, etc.) and be willing to produce them upon request.

*Volunteers should not copy, photograph or hold vaccine cards but simply view them and return them to their owners.

**Please note: Though ISP team members are allowed to ask any individual (prospective participant) to share his or her vaccination status, some partner agencies may decline to take part in certifying a resident's vaccination status, citing HIPAA concerns. Such agencies may require volunteers to ask individuals about their vaccination status directly, or, agencies may choose to discontinue working with ISP during the pandemic time.

In the event that a retreat center requires proof of vaccination, all retreat attendees should be prepared to furnish their vaccine cards to retreat center staff on an individual basis. (Note that ISP volunteers should not take responsibility for providing this proof for anyone but themselves.)

Face Masks: As stated in the *COVID-19 Safety Protocols*, all volunteers and participants are required to wear face masks in vehicles, during ISP retreat gatherings, and in public areas of the retreat center (with the exception of outdoor areas). Masks should fit snugly around the nose and chin. (Please note, ISP's mask policy is in force for ISP retreats regardless of individual retreat center policies, which may not require it.)

The mandatory mask policy should be made clear to all attendees prior to the retreat and explicitly mentioned in "Retreat Considerations" at the start of the retreat. Accordingly, ISP teams should be prepared to distribute face masks at the start of retreats and have extra on hand to distribute as necessary. (The ISP Network is glad to reimburse team members for these costs; please save your receipts.)

II. Spiritual Reflection Programs

Vaccination: During this highly contagious strain of Omicron virus, as of January 17, 2022, all volunteers and participants must be vaccinated in order to engage in spiritual reflection sessions. This helps to protect the health of our participants and prevent the spread of COVID within their residences, especially to those who may be medically vulnerable with underlying health conditions. This policy will be reviewed and updated on a regular basis and shared with our community. As stated in the COVID-19 Protocols, all volunteers and participants must complete a *Spiritual Reflection Waiver*.

Masks: Volunteers and participants are required to wear face masks during spiritual reflection sessions (with the exception of outdoor areas). Masks should fit snugly around the nose and chin. (Please note, ISP's mask policy is in force for ISP retreats regardless of individual facility policies, which may not require it.)

In putting forth the *COVID-19 Safety Protocols* and the above *Volunteer Guidelines*, the ISP Network recognizes that no set of protocols will be able to cover all contingencies. Please contact your ISP Regional Director if you have any questions or concerns. If you choose to voluntarily participate in an ISP program, please use common sense and good discernment for your own well-being and that of those we serve. ISP strongly recommends that people with immunocompromising conditions refrain from volunteering or participating in an ISP retreat during this pandemic time. In addition, if you are sick or feeling ill, please stay home and care for your health.

Thank you!