

## Wood County Board of Developmental Disabilities

### PROCEDURE

**Procedure #:** 02-ALL-ALL-0390 (TP) **Subject:** Volunteer and Staff Duties  
Nichols Therapy Pool  
**Effective Date:** 01-21-94 **Last Revision:** 04-23-2024  
**Person Responsible:** Recreation/Wellness Manager  
**Approvals/Date:** Brent Uban 4/23/24 Date  
Superintendent, WCBDD Department Director/Coordinator 4.23.24 Date

1. The scope of volunteers regular duties while assisting in the Nichols Therapy Pool and locker rooms may include:
  - A. Assisting individuals with changing into bathing suits and into street clothes and verbally assisting individuals served.
  - B. Assisting individuals with showering before or after swimming.
  - C. Assisting individuals in entering and exiting the pool.
  - D. Assisting individuals and students on the deck, in the water, and to and from the pool under the supervision of staff.
  - E. Working with individuals in the water on activities designated by the volunteer's supervisor.
  - F. Assisting staff in getting out and putting away equipment.
  - G. Making phone calls for maintenance or medical assistance as requested by lifeguard or other staff.
  - H. Setting whirlpool timer.
  - I. Putting out warning signs around a body fluid spill.
  - J. Informing staff of body fluid spills.
2. Duties to be handled by staff rather than volunteers on a routine basis will include:
  - A. Responding to non life-threatening situations, including providing first aid.
  - B. Operating the handimove and the moveable floor; unless otherwise requested by the pool user, the lifeguard will have the moveable floor set at the level designated on the pool request form prior to each group's use.
  - C. Removing Attends or diapers.
  - D. Providing individuals or students with assistance in using the toilet.
  - E. Cleaning up all body fluid spills in pool, on deck, on deck chairs, and in locker rooms.
  - F. Disinfecting surfaces as needed including changing tables, benches in locker rooms, and deck chairs.
  - G. Providing primary supervision of individuals and students; volunteers will not be unsupervised on the deck by the lifeguard while supervising staff is in the locker room; volunteers may assist individuals in the locker room without a staff member being present.
  - H. Ensuring that individuals or students leave the pool so that the deck is cleared ten minutes prior to the end of use.
3. Volunteers may perform these non-routine duties as dictated by emergency situations:
  - A. Providing first aid;
  - B. Taking directions from staff in response to an individual's seizure or an accident in the pool.
4. Body fluid spills must be cleaned up as soon as possible to ensure the safety of pool users and to prevent damage to deck surface or locker room floors. If staff are unable to immediately clean a spill, a staff member or a volunteer should isolate the area using caution signs. Staff, a volunteer or, if necessary, the lifeguard should then call extension 7655 or 419-352-5115 and request custodial assistance. If custodial is unavailable, the lifeguard will clean the spill when pool users have left the deck.

**References:** Code of Federal Regulations - Chapter 29 Occupation Safety and Health Administration  
Labor Section 1910.1030 Bloodborne Pathogens

tar\procedure\tp0390