

Parking Lot Volunteers

Description: Assist clinic patients with direction and ensuring they are only entering the queue for their appointment times

Location: Parking areas and Entry Line

Required PPE: Level 2 medical mask

Required Materials: Orange Safety Vest and Level 2 Medical Mask

Roles and Responsibilities:

- Ensure empty parking spots can be identified to patients arriving at clinic
- Ensure patients understand where to line up for entry to the clinic
- Ensure the entry line is in order of appointment times
 - Patients if left to their own will line up first come first serve
 - We need to ensure they are in order by their appointments
 - The person whose appointment is at 10:30 should be in front of the 10:45 patient
 - This will ensure better flow inside of the clinic
- Periodically monitor patients in line to assist if required – **Do not touch patients physically – get them a chair if necessary**
- Provide direction back to parking lot, if necessary
- Ensure volunteers are parking at Hitachi and not in clinic parking lots
- In case of Emergency
 - If you are first on scene notify supervisory personnel
 - Advise all people - emergency in process
 - Ensure any patients outdoors are aware there is an issue and advise of possible wait time
 - If requested, assist incident commander or emergency team as directed