

Parking and Policies

- **Parking in the parking deck**

There are 1 hour, 3 hour and 10 hour parking spaces on both levels.
Parking fines will be issued before 5:30 if you exceed the limit.

- **Dress Code**

Acceptable:

business casual or scrubs
knee length shorts and skirts

Unacceptable:

low cut tank tops/blouses including spaghetti straps and halters
short/tight skirts and shorts
flip flops in clinic area
strong perfumes or colognes

- **Name Tags**

Volunteers will be issued a name tag which is to be worn while working.
These are hanging on the white board above the sign-in clipboard

- **Signing In and Shifts**

At the beginning of each shift, sign in on the volunteer clipboard located in the back across from the pharmacy. Sign out at the end of the shift. Volunteers are asked to arrive on time for their shifts. This is extremely important as it helps to keep the clinic running smoothly. Please call to let the Supervisor or a staff member in the department in which you volunteer know if you will be delayed or unable to make your shift.

- **Fire Safety Awareness**

Please be aware of the following Fire Safety tips:

1. Three exit doors are located at the front of the building.
2. One exit door is located at the back of the building in the stairwell to be used in cases of emergency only.
3. In case of fire, do not use the elevator.
4. Fire extinguishers are installed in the following locations:
 - 1st floor by stairwell
 - 1st floor chart room
 - 2nd floor kitchen
 - 3rd floor outside archive room
5. Staff and volunteers are responsible for assisting patients to safety in the event of an emergency.

- **Licenses**

Medical and Dental professionals and paraprofessionals must supply a copy of their current Virginia State medical, nursing, or EMT, license or certificate. Once we receive the appropriate license we will register volunteers into the Division of Risk Management.

- **Inclement Weather Instructions**

Call 433-5431 to hear weather related messages

Listen to WWSA 550, WBOP 95.5, OR WMRA 90.7 for closings

Look at WWSV website under “closings”

- **Cancellations**

Volunteers needing to cancel a volunteer shift are asked to notify the clinic at least a week in advance or as soon as possible. Last minute cancellations create frustrations and increase patient wait time. Being a volunteer requires the same type of commitment that a compensated job does. Harrisonburg-Rockingham Free Clinic staff and patients are depending on you being here but we also understand emergencies and illnesses do happen. Please notify your Supervisor as soon as possible if you are going to be late or miss a shift so that we can begin the task of finding a replacement.

- **Personal Phone Use**

Please be considerate and silence or turn off your cell phone while you are volunteering. If it is necessary to take a personal call, please find a private location and make sure your area is covered.

- **Storing Valuables**

Please do not bring valuables to the clinic due to limited secured places to store them.

- **Service at Discretion**

Volunteer service is at the sole discretion of the Harrisonburg-Rockingham Free Clinic Staff. The Clinic gives a one month trial period to all new volunteers. The clinic may, at any time and for whatever reason, decide to end a volunteer’s agreement to serve. Likewise, a volunteer may, at any time and for whatever reason, decide to terminate their relationship with the Clinic. Notice of termination should be communicated, in writing or verbally, as soon as possible to the Volunteer Coordinator or a Supervisor.