



## **Adopt-A-Spot Pilot Program Volunteer Guidelines**

The Adopt-A-Spot Pilot Program ("**Program**") is a partnership between the City of Millbrae, Community Enhancement Advisory Committee and the Millbrae community. The Program enables individuals, community groups, schools, and other organizations to play an active role in maintaining the beauty and cleanliness of their neighborhoods.

Thank you for your assistance in keeping the City of Millbrae clean! Before engaging in any work under this program, all volunteers must complete and sign the Volunteer Waiver and Release of Liability Form provided in Attachment 1 to these Volunteer Guidelines and attend a safety training conducted by the City.

Your well-being and enjoyment are important to us. All volunteers are expected to conduct themselves in a safe, courteous, and legal manner while participating in activities on public property or right-of-way. Please follow these guidelines:

### **GENERAL SAFETY**

- Wear appropriate footwear, clothing, gloves, sunscreen and eye protection (when necessary).
- Always wear the orange safety vests provided by the City.
- Call 911 for emergencies.
- Keep hydrated.

### **COVID-19 SAFETY RECOMMENDATIONS**

- Wear a mask and disposable gloves.
- Use a litter grabber if possible.
- Treat all trash items as being contaminated.
- Place all items in a closable garbage bag.
- Tie the bag closed and throw it away in a closed trash can.
- Remove disposable gloves and throw in a closed trash can.
- Wash your hands immediately after removing gloves and wash the clothes you were wearing.

### **TRAFFIC SAFETY**

- Stay out of the street when possible.
- If working near traffic, wear a bright reflective work vest or bright-colored clothing.
- Cross streets at signals and crosswalks.

### **LITTER/TRASH REMOVAL**

- Never pick up sharp objects with your hands. Always sweep, rake or shovel broken glass.
- Separate collected materials into recycling, green waste, and garbage.
- To the extent practicable, place recyclables and smaller garbage into home refuse containers.
- Contact [ccentis@ci.millbrae.ca.us](mailto:ccentis@ci.millbrae.ca.us) or [pwadmin@ci.millbrae.ca.us](mailto:pwadmin@ci.millbrae.ca.us) for pickup and disposal of Program-issued trash bags. Tell them the quantity of bags, type of debris, and the nearest address.
- Never touch hazardous or medical waste (including automotive fluids and hypodermic needles). Report all such items to Public Works or City Police Department.

## **PLANTING MAINTENANCE AND WEEDING**

- Plants should be native and drought resistant.
- All planting must be approved by a City landscape architect.
- No herbicides are permitted to be used without the City landscape architect approval.

## **TOOL SAFETY**

- Do not use power tools.
- Carry tools carefully to avoid hitting people or objects.
- Always use the right tools for the job. Ask a Public Works employee if you are unsure.
- Never allow children to play with tools or to use sharp tools.
- Always keep your tools close to you.
- Count and clean up your tools after an activity.
- Return borrowed tools and supplies.

## **GENERAL CONDUCT**

- Always be courteous to fellow volunteers and City staff.
- Never use vulgar language or engage in threatening or disruptive actions.
- Never make unauthorized changes to public property or right-of-way.
- Report cleanup activities/totals to the City using the Reporting Form provided in Attachment 2 to these Volunteer Guidelines.

The City of Millbrae reserves the right to terminate a volunteers status if, in the sole discretion of the City, the volunteers' conduct while participating in volunteer activities on public property or right-of-way is determined to be inconsistent with these Volunteer Guidelines or violates any local, state, or federal law.

Have questions? Please forward your inquiries to:

Email: [ccentis@ci.millbrae.ca.us](mailto:ccentis@ci.millbrae.ca.us) or [pwadmin@ci.millbrae.ca.us](mailto:pwadmin@ci.millbrae.ca.us)

Phone: (650) 259 – 2374

## Attachment 1

### Adopt-A-Spot Pilot Program Volunteer Waiver and Release of Liability

I am voluntarily participating in the City of Millbrae's ("**City**") volunteer Adopt-A-Spot Pilot Program ("**Program**"). I hereby represent and agree as follows:

1. My participation in the Program is purely voluntary without any expectation of financial remuneration.

2. I understand that Program participants engage in moderate physical activities and work in close proximity to other volunteers. I am aware that participation in the Program may involve risk of injury, adverse medical condition, loss or damage to me or my property or other consequences, including, without limitation, contraction of COVID-19. These risks of injury, loss or damage might result from my own actions or negligence, or the actions or negligence of others, or the conditions of the premises or of any equipment used. I acknowledge that there may be other risks to me that are not known or not reasonably foreseeable.

3. I agree to assume all of the above risks. I also release, waive, discharge, and promise not to sue the City, Community Enhancement Advisory Committee and their respective councilmembers, members, employees, officers, agents, affiliated companies, and insurers from any and all liability for injury, adverse medical condition, loss or damage to my person or property, or any other consequence in connection with my participation in the Program.

4. I agree to indemnify, defend and hold harmless the City, Community Enhancement Advisory Committee and their respective councilmembers, members, employees, officers, agents, affiliated companies, and insurers from any and all damages, losses, liabilities, fees and costs incurred in connection with any third party claims or threats of claims, including any claim from any of my invitees, asserted arising from or relating to my participation in or conduct associated with the Program.

5. I intend this release and hold harmless agreement to forever bind myself as well as my estate, personal representatives, guardians, conservators, heirs, executors, administrators, next of kin, and assigns.

6. I hereby grant permission to the City to use photographs of me taken while participating in the Program on its website and in other publications of the City and for publicity purposes. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization.

By my signature below, I represent that I have read, understand, and consent to the terms of this Waiver and Release. **This volunteer Waiver and Release must be filled out and returned no later than the first day of volunteer work. This form must be filled out by an adult over 18 years of age.**

## **Adopt-A-Spot Pilot Program Volunteer Waiver and Release of Liability**

### **Volunteer Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### **Signatures**

**Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Legal Guardian (if appropriate):**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### **Emergency Contact**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship to Volunteer:** \_\_\_\_\_

## Attachment 2

### Adopt-A-Spot Pilot Program Reporting Form

To assist the City of Millbrae and Community Enhancement Advisory Committee monitor the Adopt-A-Spot Pilot Program, we ask that volunteers use the following Reporting Form to track cleanup activities.

**Individual or Group Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Location of Cleanup:** \_\_\_\_\_

**Reporting Period for Totals:** \_\_\_\_\_

**How Many People Participated:** \_\_\_\_\_

**Total Volunteer Hours During Reporting Period:** \_\_\_\_\_

**Trash Bags Collected During Reporting Period:** \_\_\_\_\_

**Weeding/Planting Done During Reporting Period:** \_\_\_\_\_

**Notes / Other Information:** \_\_\_\_\_

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