# Program Workplan and Timeline

Applicants are to upload a draft of this document with their applications.

If awarded, the final approved workplan is by January 31, 2023.

<table>
<thead>
<tr>
<th>MRC COVID-19 RISE Awards – Round 2</th>
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<tbody>
<tr>
<td>Respond, Innovate, Sustain, and Equip</td>
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<th>Program Workplan and Timeline</th>
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<td>(December 1, 2022 and September 15, 2023)</td>
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Goal(s): Address at least one category and describe the goal of the program and the measurable outcomes expected.

- **Respond**: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic.
  - Examples include volunteer training events, recruitment efforts to expand volunteer capacity, volunteer onboarding expenses such as background checks/liability coverage, deployment related expense such as supplies.
- **Innovate**: Adopt technology and processes to support evolving volunteer management requirements.
  - Examples include purchasing or expanding technology platforms to manage and track volunteer databases, deployment activities, communications with volunteers/partners during emergency/non-emergency operations, technology requirements during deployments, etc.
- **Sustain**: Maintain staffing and infrastructure needed to meet the operational requirements of the unit.
  - Examples include staffing needs to support ongoing operational requirements, recruitment of volunteers, management of volunteers, developing training curriculum for volunteer deployments, developing plans and processes for volunteer management, etc. Staffing needs may include supplementing full or part-time equivalents.
- **Equip**: Attain supplies or materials to support volunteer deployments and meet mission requirements.
  - Examples include supplies to support MRC deployment requirements, such as deployable tents, materials/supplies to support POD operations, volunteer PPE or deployment gear, supplies for volunteer training events, etc.

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<th>Goal(s):</th>
<th>Measurable Outcomes:</th>
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| **Respond**: by July of 2023 recruit and onboard 400 new volunteers to support ongoing COVID-19 response activities. | • Number of new MRC volunteers that complete application process.  
• Number of background screenings processed.  
• Number of orientation trainings conducted.  
• Number of volunteers that are deployment ready. |
| **Innovate**: by July of 2023 renew/update technology tools and processes to support evolving volunteer management requirements. | • Technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times |
| **Sustain** – by March 2023 hire a part-time MRC coordinator to manage volunteer onboarding, training, and deployment activities to support COVID-19 response and prepare for future response activities. | • Current MRC Unit Coordinator has updated training.  
• Number of part-time staff trained.  
• Internal tracking processes for volunteer requirements is developed.  
• Voucher system for reimbursement of volunteer mileage is developed.  
• Plan for community education efforts, onboarding, and training is developed. |
| **Equip** – by July 2023 purchase materials and supplies to support MRC surge response activities. | • Number of MRC vests available for deployments  
• Number of volunteer IDs issued  
• Number of deployment kits available for each deployment  
• Signage available for deployments  
• JITT pocket cards available for deployments  
• MRC tent available for outdoor deployments/clinic entrances/JITT training |

| **Objectives to support goals:** | **Timeline:** | **Key Tasks:** |
| **Respond:** Conduct recruitment campaign targeting medical and non-medical volunteers. | January to September 2023 | • Identify best markets to advertise.  
• Craft recruitment advertisements.  
• Purchase advertising to promote MRC volunteer opportunities via social media, PSAs, and local media.  
• Update housing agency website and utilize social media, local radio, and newspaper.  
• Link with new and non-traditional partners for recruitment (e.g., BOCES, local universities, veteran’s groups). |

| Conduct MRC volunteer onboarding activities. | January to September 2023. | • Conduct administrative onboarding and background screening.  
• Conduct virtual/in-person orientation.  
• Conduct CPR and medical skills training events.  
• Conduct POD support training for non-medical. |

| **Innovate:** Utilize technology tools to support evolving volunteer management requirements and deployment rosters | January to July 2023 | • Identify best, most cost-effective technology tools for volunteer management and communication  
• Renew existing tools that are working well  
• Put new tools in place as needed  
• Upgrade website hosting package and security |

| **Sustain:** Develop staff surge plan to support COVID response activities. | January through February 2023 | • Develop job description for new hire.  
• Conduct job posting and interview process.  
• Conduct an onboarding plan for new hire.  
• Conduct on the job training of new hire.  
• Encourage volunteers to participate in one event per month.  
• Utilize multiple means of communication, including SMS and email communications.  
• Promote emergency preparedness training for mental health and pastoral volunteers. |

| **Equip:** Safeguard volunteers for deployments. | December 2022 to March 2023 | • Identify vendors and price comparison of PPE, deployment gear, and outdoor canopy.  
• Purchase personal protective gear for volunteers deploying to support COVID-19 operations.  
• Issue deployment gear to volunteers.  
• Purchase canopy to support outdoor response activities. |

| Provide training aid needed for emergency first aid training. | January 2023 to March 2023 | • Purchase CPR manikins and AED training aids to provide first aid training certification for volunteers.  
• Contract CPR/AED/First Aid Course Instructors. |