



Chicago Medical Reserve Corps Code of Conduct

The Chicago Medical Reserve Corp (ChicagoMRC) volunteers serve the City of Chicago communities through the Chicago Department of Public Health (CDPH), comprised of medical and non-medical volunteers, that support preparedness, response, and recovery activities during public health emergencies and other community events. In order to ensure success, all members must adhere to the following Code of Conduct:

Volunteer Expectations

Scheduled volunteers must immediately notify the ChicagoMRC Coordinator if they are no longer able to support a deployment.

- Volunteers must not self-deploy without an official deployment notification from the Chicago MRC Coordinator.
- Volunteers must not forward, distribute, or share any ChicagoMRC deployment information with non-Chicago MRC members.
- Volunteers must not allow other individuals, including family, friends, or any individual that has not registered as a ChicagoMRC Volunteer and have undergone the registration process to accompany them during deployment.

Professionalism

- Volunteers must adhere to any and all privacy and security standards as required by the City of Chicago, CDPH, and any applicable Federal and State laws regarding the confidentiality of identifiable information, including but not limited to the Health Information Portability and Accountability Act (HIPAA) and the protection of personally identifiable health information. This includes applicable CDPH policies and procedures.
- Volunteers must not disclose any confidential information, including but not limited to personally identifiable information (including but not limited to medical history, date of birth, address, marital status, treatment plan, etc.), propriety information, and/or identifiable health information, of MRC that is available as a result of the volunteer's affiliation with CDPH and ChicagoMRC.
- Volunteers must abide by the skills and standards of their profession, including but not limited to, maintaining active Illinois licensure, certification, and training requirements.
- Volunteers must only perform duties and assignments as assigned within their professionally licensed scope of practice.
- Volunteers must comply with any Mandated Reporter requirements associated with their professional status including but not limited to confidentiality of personal information and reporting of suspected child abuse, vulnerable adult abuse, and neglect.
- Volunteers must not use their CDPH or ChicagoMRC Volunteer status to gain access to restricted or monitored assets, including but not limited to facilities, information, and/or equipment when not performing MRC duties.
- Volunteers must not accept bribery or gratuities, lie, cheat, or steal.
- Volunteers must not engage in disruptive behavior, including but not limited to inattentiveness, disrespect, non-compliance with instructions, physical aggression, verbal abuse, or harassment, or act in any way that may be dangerous to self or others.
- Volunteers must not be intoxicated during or immediately prior to deployment. Intoxication includes use of alcoholic beverages, marijuana/cannabis, illegal drugs, or abuse of any prescription medication.
- Volunteers must not engage in discrimination including, but not limited to age, gender, religion, race, or sexual orientation-based discrimination.
- Volunteers must not use physical force against a person or persons or person's property, direct or imply threats that create reasonable fear of harm to a person or person's property, and/or use any weapons to cause reasonable fear or harm.

Media

- Volunteers must immediately direct all media inquiries, regardless of whether the volunteer may know the answer, to the point of contact on site, and as soon as possible, in writing, to the Chicago MRC Coordinator.
- Volunteers must not engage or answer media questions without explicit prior written authorization from the onsite coordinator and the ChicagoMRC Coordinator.

Health and Safety

Personal Safety is paramount in any MRC Deployment. Each MRC Volunteer should implement a Safety System to prequalify members for activities, monitors during the deployment process, and tracks post-deployment Health Status.

Pre-Deployment

In preparation for a ChicagoMRC Deployment, each volunteer should take note of preexisting medical and psychiatric conditions in relation to the scope of deployment. Physical abilities, medical requirements, and licensing scope of practice should be assessed whether self-confirmed or otherwise.

- It is highly recommended to be up to date on all immunizations. Immunizations may be required for specific deployments.
 - Immunizations recommended for volunteers include seasonal influenza (annually), tetanus (at 10-year intervals) and the HBV vaccine series for those with blood/body fluid exposures, as well as the COVID-19 series. The pneumococcal vaccine should be considered for individuals over 65 years. Polio, varicella and MMR status should be checked. If specialized hazards present, vaccination should be considered (e.g., exposure to contaminated water [HAV], rabies, or anthrax/smallpox vaccines).¹
- It is recommended that volunteers keep a folder, whether physical and/or digital, of all their immunizations and lab titers records easily accessible in the event of an infectious disease outbreak.
 - The following resources are available to access these records:
 - State of Illinois Immunization Registry <https://idphportal.illinois.gov/s/>
 - Doctor's Office
 - Previously attended schools (Elementary, Middle School, High School, College, Medical School)

Deployment

- Volunteers should check in with the on-site point of contact provided in the confirmation email immediately upon arrival at their deployment location.
- Volunteers must use all equipment safely and appropriately as required by the assignment and ask for help or clarification when needed.
- Volunteers should communicate all health and safety concerns with the on-site point of contact.
- Volunteers must report all deployment-related injuries to the ChicagoMRC Coordinator as well as the on-site point of contact.

Post-Deployment

Volunteers should monitor themselves post deployment. Any Health and safety concerns should be reported to the ChicagoMRC Coordinator at ChicagoMRC@cityofchicago.org.

¹ Vaccine recommendations are published annually by the Advisory Committee on Immunization Practices (ACIP) and can be viewed on the CDC website at www.cdc.gov/acip/recommendations.html.

