

## **Days of Action COVID-19 Health & Safety Plan**

### **VOLUNTEER SAFETY PROTOCOL**

The health and safety of our volunteers is our top priority. The COVID-19 pandemic has made necessary changes to Habitat for Humanity's operations including volunteer procedures. Daily on-site screening processes and safety protocols for ICHFH volunteers will go into effect on Monday, June 1st. If you are entering a Habitat site, whether in our office, ReStore, or construction site, the protocols below will apply to you.

#### **Before Arriving:**

Volunteers must be signed up for a shift so that we can ensure that we have enough space for proper physical distancing and enough protective equipment.

All volunteers will be required to wear a mask. If you don't have a mask, or if you forget to bring one, we will have a limited number available at the site.

#### **On the Day of Your Volunteer Shift:**

- Please put your mask on before approaching the check-in table or meeting up with other volunteers.
- When you check-in, a staff member from United Way, Habitat for Humanity, or CEDA will take your temperature and ask health screening questions about any symptoms experienced in the past 24-48 hours: cough, shortness of breath, difficulty breathing, sore throat, body aches, chills, muscle pain, headaches, new loss of taste or smell, fever of 100.4 F or above.
- You will be permitted on the project site only if you pass the health screening. If you do not pass the screening, you will be asked to go home, and not return until you haven't exhibited symptoms for 7 days or you have tested negative for COVID-19.
- Once on the project site, you must use hand sanitizer and have a clean personal cloth mask or disposable mask to enter the site. You should maintain a 6-foot distance between yourself and other volunteers whenever possible. If you do not follow the above protocol, you will be asked to leave. Hand sanitizer and disposable gloves will be provided.
- Tools will be labeled with each volunteers' name. Once you're finished using a tool, you should place it in the bin labeled for dirty tools. Volunteers should not share tools with each other, and should touch only their own tools.

## **Infection Control**

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Avoid using other volunteers' phones, work tools, and equipment, when possible. If necessary, clean and disinfect shared materials before and after use.
- Practice physical distancing by maintaining distance (approximately 6 feet) from others whenever possible.

## **High-risk sources requiring frequent disinfection:**

- Jobsite trailers and break or common rooms / spaces.
- High-touch surfaces: doorknobs, phones, keyboards, remote controls, desks, other work tools and equipment. Disposable wipes provided so that commonly used surfaces can be wiped down by employees before each use.
- Portable John
- Tools and Equipment

## **Handling Tools**

- Anyone handling tools or working around high-touch surfaces should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- People handling tools should be properly trained and protected using necessary Personal Protective Equipment (PPE).
- Clean tools with mild soap, a clean damp cloth, and, as needed, an approved diluted bleach solution only.