



## COVID-19 WORK REQUIREMENTS FOR EMPLOYEES & VOLUNTEERS

**Updated 3-10-21**

### All employees & volunteers must:

- Wash hands or use hand sanitizer:
  - Upon entry to building
  - As needed or at least hourly during your work shift – hand sanitizer is available throughout our facilities
  - After using a shared office supply or tool (ie: work room tools, stapler, hole puncher, writing utensils, printer/copier etc.)
  - Immediately after taking off disposable gloves and between donors in donation drop-off
  - For ReStore: if you are changing work tasks (ie: cashiering & leaving the horseshoe; working receiving & switching to the sales floor etc.)
  - For Office: upon exit of a guest visiting your office
- Wear a mask that covers from your nose to your chin:
  - Upon entry into the building when you arrive for work
  - On our construction sites and at our ReStore for both indoor and outdoor work
  - When you are within 6 feet of another person, including if they approach your cubicle, your office or a break room location where you are on lunch/break
  - While you are working in or walking through open spaces where you may come in contact with another person (such as the kitchen area, walking to the restroom or in the basement)
- Change your mask if it becomes wet from sweat or rain or if it is dirty from use – we provide 5-packs of cloth masks at no charge to volunteers or staff if you need them
- Do not use fabric/cloth work gloves in the ReStore until further notice – we provide disposable nitrile gloves with at least 3mm thickness as a substitution
- Maintain physical distancing of 6 feet whenever possible
- Use disinfectant spray and paper towel or disinfectant wipes to clean the Keurig, microwave, refrigerator, counter, conference table, break tables, shared phones etc. after individual use
- If you are traveling internationally during your time off you must report your travel to your manager and you will need to observe a 7-day self-quarantine prior to returning to in-person work
- If you are planning to attend a large gathering during your time off you must report this to your manager to determine if you will need to observe a 7-day quarantine prior to returning to in-person work

### Other changes to the work environment:

- No gathering to eat food together on any HFHL premises. If food is provided, it must be prepared in a commercial kitchen, pre-packaged or individually wrapped. When food is shared, everyone must disburse or maintain distancing of 6-feet or greater to eat it. This applies to our build sites, ReStore and break areas.
- Virtual meetings via Google Meet are required unless physical distancing of 6-feet can be maintained during the meeting. This applies to staff, committee and Board of Directors meetings.
- No handshakes or hugs with each other or our guests. 😞

*By signing and dating below, I acknowledge I have read and understand the above listed work requirements for employees and volunteers.*

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_