



## **COVID-19 WORK REQUIREMENTS FOR EMPLOYEES & VOLUNTEERS Business Office, Construction Sites, Committee/Board Work and ReStore Updated 8-23-21, Effective 8-23-21**

These work requirements for employees and volunteers have been updated as of 8-23-21 and will be effective 8-23-21, following our 8-20-21 Board of Directors Meeting. Habitat for Humanity Lakeside will continue to follow County, State and CDC guidance related to COVID-19. All employees must sign this document and all volunteers must read it.

1. **All volunteers, staff, AmeriCorps, and partner families should stay home if they are sick.**
2. Daily wellness checks should be self-performed before coming to Habitat. If anyone answers "yes" to these questions, please call in and stay home for the day.
  - Are you currently experiencing any cold or flu-like symptoms (including fever, sore throat, cough, respiratory illness, difficulty breathing, loss of taste or smell, vomiting, diarrhea)?
  - If you are not fully vaccinated against COVID-19, have you had exposure to anyone with a confirmed or suspected case of COVID-19 within the last 14 days?
  - Do you have a fever (defined as 100.4 F or higher)?

*\*These questions will also be asked and answers will be recorded on our on-site check-in log.*
3. Masks / face coverings are required indoors and optional outdoors. We encourage everyone to continue to wear a mask indoors, regardless of vaccination status. We ask that all staff and volunteers help create a welcoming environment for all individuals who interact with us including individuals that wear a mask and individuals that do not wear a mask.
4. Maintain a physical distance of six feet between people whenever possible.
5. Wash hands frequently (or use hand sanitizer where water/sink is not available):
  - Upon entrance to the site and before leaving.
  - At least hourly.
  - Before and after eating.
  - Before and after using the bathroom.
  - After disposing of garbage.
  - ReStore: When changing work tasks (cashiering & leaving the horseshoe; working receiving & switching to the sales floor etc.).
6. Everyone should bring their own reusable water bottle. Water will be provided in coolers or through designated faucets onsite.
  - Sanitize hands before and after filling your water bottle and touching the cooler / faucet.
  - Do not touch the mouth of the water bottle to the water source.
7. Hand sanitizer, sanitizing spray/paper towel and disinfecting wipes will be available at all locations.

### **Location Specific Information**

#### Business Office

- Wash hands or use sanitizer and disinfect your workstation upon exit of a guest visiting your office.

- Use disinfectant spray and paper towel or disinfectant wipes to clean the Keurig, microwave, refrigerator, counter and conference table after individual use.
- The conference room table is available for up to four individuals to gather and eat at once.

Construction Sites

- No shared personal protective equipment (PPE). Once Habitat issues safety glasses, hard hats and work gloves during the morning meeting, volunteers should use only what was issued to them. At the end of the work day, volunteers will be asked to help sanitize these items so they are clean for the next work day.
- Physical distancing of six feet between people should be maintained whenever possible including while completing construction tasks, on breaks and during lunch.

Committee/Board Work

- Committee/Board meetings can continue to be 100% virtual or individual Committees/Board can make the decision to meet in-person in a hybrid format, ensuring a virtual option to join the meeting is offered.
- If a Committee/Board chooses to meet in hybrid format, every effort should be made to engage those who are virtually attending in the same way those in person are being engaged. Staff liaisons and volunteer chairs should work together to create an inclusive environment.
- Habitat will provide a cleaning kit for staff liaisons to bring to any hybrid meeting.

ReStore

- Regular disinfecting/cleaning will continue to take place (see daily and weekly cleaning checklists).
- A plexiglass shield will remain installed at the checkout counter.
- Customer loading assistance and tape measurer borrowing will remain suspended.
- The break room table is available for up to one individual to gather and eat at one time.

**General Volunteer Notes**

- All volunteers **must sign** the 2021 Habitat for Humanity Lakeside Volunteer Waiver that includes language around COVID-19 before or at the beginning of a volunteer event. This waiver is good through 12-31-21 and then new waivers need to be signed again starting 1-1-22.
- If within 10 days of someone volunteering with Habitat a volunteer tests positive or realizes that they were exposed to someone who tests positive, we ask that the volunteer share that information with Emily Fread at [efread@habitatlakeside.com](mailto:efread@habitatlakeside.com).
- If a volunteer reports that they have been exposed or are worried that they have been exposed to COVID-19:
  - o If they are at a Habitat location - ask Volunteer to go home right away and share that we will follow up by phone
  - o If a Volunteer shares by other means (ie phone, text, etc.) ask them to not return to Habitat at the moment and let them know that we will follow up by phone.
  - o Staff should inform the department leader and the volunteer department staff immediately so that follow up can be done
- Habitat for Humanity Lakeside reserves the right to ask anyone to leave the site who is not following the listed safety protocols. Any concerns about these work requirements and its implementation can be directed to Sarah Beckman, Executive Director, at 920-458-3399 or [sbeckman@habitatlakeside.com](mailto:sbeckman@habitatlakeside.com).

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