

# Volunteer and Construction Safety COVID-19 Policy



Habitat for Humanity of Kansas City (HFHKC) is committed to providing critical information about the nature and spread of infectious diseases, including symptoms and signs to watch for, and the required steps to be taken in the event of an illness or outbreak. The following guidelines have been established to address the current COVID-19 pandemic and should be followed at all HFHKC work locations by employees, volunteers, and Habitat homeowners.

## Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK OR VOLUNTEER** and call your healthcare provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

## Site Supervisors: COVID-19 Site Safety

- All site supervisors and ANY staff members interacting with volunteers are **required** to self-screen each day prior to reporting to the warehouse to ensure they are not exhibiting symptoms. This includes answering the following basic questions:
  - Have you been running a temperature of 100.4 Fahrenheit (medication free) or greater?
  - Have you had a cough, fever, shortness of breath or difficulty breathing in the last couple of days?
  - Have you been in contact with anyone with COVID-19 within the past three weeks?
  - Have you been out of the country in the past three weeks?
- **Unless you have been fully vaccinated**, if you answer yes to any of the questions above, you will be asked to leave the construction site and return home; this includes volunteers, staff members and sub-contractors.
- HFHKC will provide personal protective equipment (PPE) to any volunteers who request PPE. This includes facemasks, disposable gloves, eye protection and hard hats. Hand sanitizer, cleaning supplies and disinfectants will also be provided. The site supervisor is responsible for distributing the PPE.
- Site supervisors will conduct safety meetings (“toolbox talks”) each morning.
- Access to the work trailer will be limited to site supervisors only. Limited Crew Leads and Village volunteers will be allowed access with fresh disposable gloves.
- Trash and recycling receptacles will be on each construction site and emptied daily.
- Portable toilets will be stocked with disinfecting wipes, hand sanitizer and cleaned twice a week. Site supervisors will be required to clean and sanitize the toilets at the beginning of each day.
  - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.

- Tools and equipment must be cleaned and disinfected at the end of each workday, and in between uses, with products that meet the EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
  - Sharing tools should be avoided, but if it cannot, disinfect before and after each use.
  - Volunteers should place tools in the labeled bin when they are through using them at the end of each day.
  - The site supervisor will then disinfect the tools and place them in the van/trailer.
  - Disinfect shared surfaces (door handles, machinery controls, etc.) a minimum of three times per day – morning, after lunch and at the end of the day.
  - Disinfect hardhats and safety glasses and replace them in designated bags at the end of each day.
  - Failure to follow these guidelines will result in corrective action per the employee handbook.

## **Volunteers – COVID-19 Construction Site Safety**

- To allow time for site preparation, the construction sites will open to specified volunteers at 8 am, site supervisors will pre-screen them, then they will be allowed to help prep the site for daily tasks. The volunteer day is 8:30 am to 3:00 pm.
- Waiver form, infectious disease policy, and consent for minors (if applicable) must be signed ONLINE prior to volunteering.
- You must register online in advance to volunteer on a HFHKC construction site. If you have not registered online prior to the volunteer day, you will be asked to leave the construction site.
- When arriving at the construction site, volunteers will be pre-screened to ensure they are not exhibiting symptoms. If the answer to any of the pre-screening questions is “yes, and if the volunteer hasn’t been fully vaccinated,” the volunteer will be asked to leave per recommendations from the Centers for Disease Control and Prevention (CDC).
- Prescreening as follows:
  - Site supervisors will greet volunteers on site and then ask each volunteer the following questions regarding exhibiting symptoms and exposure risk:
    - Has your temperature (without medication) been above 100.4 in the last 72 hours?
    - Have you had a cough, fever, shortness of breath or difficulty breathing in the last couple of days?
    - Have you been in contact with anyone with COVID-19 in the past three weeks?
    - Have you been out of the country in the past three weeks?
- Unless you have been fully vaccinated, if you answer yes to you will be asked to leave the construction site and return home.
- You will be asked to sign off for clearance of screening. A paper form will be signed by each volunteer. Site supervisors will then send this to the volunteer team to document your clearance.
- If you would like to wear PPE, the site supervisor will provide what you need.
- The site supervisor will go over safety procedures, logistics, and tasks for the day.
- Volunteers are not required but are welcome to wear a mask outdoors. When volunteering indoors the follow guidelines are in place:
- **COVID19 - Mask Update**
- The Kansas City City Council on Thursday (Nov 4) rescinded the city’s mask order but approved keeping a mask mandate in place for kids and adults in schools. We encourage everyone to remain vigilant about COVID-19 and take personal responsibility to protect yourself and those around you.
  - **We ask all employees and volunteers to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees and volunteers are reminded of the following:**
  - **Stay home when you are sick.**
  - **Mask or face covering recommended while in HFHKC indoor, shared areas where six feet of social distancing cannot be maintained, regardless of vaccination status.**

- **Clean your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.**
- **Cover your mouth with tissues whenever you cough or sneeze, and discard used tissues in the trash.**
- **Avoid people who are sick with respiratory symptoms.**
- **Stay at least 6 feet (about 2 arm lengths) from others who don't live with you.**
- **Avoid crowds and poorly ventilated spaces. The more people you are in contact with, the more likely you are to be exposed to COVID-19.**
- **Clean frequently touched objects and surfaces daily. If someone is sick or has tested positive for COVID-19, disinfect frequently touched surfaces.**
- **Monitor your health daily.**
- Volunteers also must wear eye protection, hard hats (if applicable), and gloves (if work permits) while working on an HFHKC construction site. Volunteers bringing their own PPE will need to acknowledge this during pre-screening. PPE will be distributed by the site supervisor to those that do not provide their own.
- Volunteers and construction staff are asked to try to distance themselves 6 feet apart.
- Volunteers need to bring their own water, lunch and snacks for the day.
- No more than 8 volunteers/group will be allowed on a construction site at one time. If you are part of a group with more than 8 people, HFHKC will split your group between two sites prior to your volunteer date.
- Please toss any trash items, lunch containers, etc. in trash receptacle.
- Wipe down and disinfect tools prior to each volunteer use to prevent the spread of infectious disease. Disinfectant spray and wipes will be provided by HFHKC.
- Specified volunteers may be asked by the site supervisor to help disinfect tools and place them in the rear of vans, or in job site trailers. Specified volunteers **MUST** wear disposable gloves to perform this task and should be limited in the number of volunteers performing the task (limit to two per site).
- If a volunteer shows symptoms of COVID-19 after their volunteer date, HFHKC will follow the CDC-recommended steps to ensure the safety of volunteers. Those potentially infected will be notified as stated in HFHKC's infectious disease policy.

### **ReStore Volunteer Procedures**

HFHKC ReStore is doing everything we can to slow the spread of COVID-19. We have taken additional measures to keep our employees, volunteers, and customers safe, including the following sanitation policies, which are effective immediately for volunteers.

- HFHKC ReStores will provide protective equipment (PPE) to volunteers in each store location. This includes hand sanitizer, cleaning supplies and disinfectants.
- Limit close interactions by keeping the social distancing rules of 6 feet.
- When arriving at a ReStore, volunteers will be asked some basic questions. This will include:
  - Has your temperature (without medication) been above 100.4 in the last 72 hours?
  - Have you had a cough, fever, shortness of breath or difficulty breathing in the last couple of days?
  - Have you been in contact with anyone with COVID-19 in the past three weeks?
  - Have you been out of the country in the past three weeks?
  - Volunteers are not required but are welcome to wear a mask outdoors. When volunteering indoors the following guidelines are in place:
- **COVID19 - Mask Update**
- The Kansas City City Council on Thursday (Nov 4) rescinded the city's mask order but approved keeping a mask mandate in place for kids and adults in schools. We encourage everyone to remain vigilant about COVID-19 and take personal responsibility to protect yourself and those around you.

- **We ask all employees and volunteers to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees and volunteers are reminded of the following:**
  - **Stay home when you are sick.**
  - **Mask or face covering recommended while in HFHKC indoor, shared areas where six feet of social distancing cannot be maintained, regardless of vaccination status.**
  - **Clean your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.**
  - **Cover your mouth with tissues whenever you cough or sneeze, and discard used tissues in the trash.**
  - **Avoid people who are sick with respiratory symptoms.**
  - **Stay at least 6 feet (about 2 arm lengths) from others who don't live with you.**
  - **Avoid crowds and poorly ventilated spaces. The more people you are in contact with, the more likely you are to be exposed to COVID-19.**
  - **Clean frequently touched objects and surfaces daily. If someone is sick or has tested positive for COVID-19, disinfect frequently touched surfaces.**
  - **Monitor your health daily.**
- Please wash your hands immediately upon entering or reentering the store.
  - Avoid touching eyes, nose, and mouth with unwashed hands.
  - Wipe down or spray any hard-surfaced inventory with disinfectant before handling.

### **Volunteer Tests Positive for COVID-19**

A volunteer who tests positive for COVID-19 and is asymptomatic may not return to volunteer for 5 days and must wear a mask for an additional 5 days.

**Volunteer Has Close Contact with an Individual Who Has Tested Positive for COVID-19** - Volunteers who have **not** been fully vaccinated and have come into close contact with an individual who has tested positive for COVID-19 (HFHKC staff member, volunteer or otherwise) will be directed to stay home for 5 days, wear a mask around others for an additional 5 days, get a test on day 5 if possible. If you develop symptoms, get tested and stay home.

If the Affiliate learns that a volunteer has tested positive, the Affiliate will conduct contact tracing to determine (HFHKC staff member, volunteer or otherwise) who may have had close contact with the confirmed positive volunteer in the prior 10 days and direct those individuals who have had close contact with the confirmed positive volunteer to self-quarantine for 5 days and wear a mask for an additional 5 days. The Affiliate will also notify any subcontractors, vendors/suppliers or visitors who may have had close contact with an individual who has tested positive for COVID-19. If a volunteer learns that they have come into close contact with a confirmed-positive individual outside of the workplace, they must alert a Habitat KC staff member and follow protocols listed above.

- Those who test positive for COVID-19 may not volunteer for Habitat KC or be on Habitat KC property for 5 days and wear a mask for an additional 5 days. Prior to returning,
- Those who have been exposed to COVID-19 and do not get tested, or have not been fully vaccinated, must self-quarantine for 5 days with no symptoms for the full 10 days. To return to Habitat, they must remain symptom free for 72 hours prior to volunteering (days 8 through 10).
- Those who decide to get tested and receive a negative COVID-19 test result may return to volunteering with Habitat in 5 days (antibody tests are not acceptable for this purpose).

All volunteers are required to adhere to this policy, including any volunteers who have been vaccinated or who tested positive for COVID-19 antibodies but negative for the SARS-CoV-2 virus.

## **COVID-19 Symptoms**

- You are asked not to volunteer if you are experiencing any of the following symptoms:
  - Anyone registering a temperature over the CDC-recommended 100.4 degrees Fahrenheit will be asked to return home and only come back to volunteer after having gone 72 hours (3 full days) without a fever.
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell