

Overview

Because of these transmission methods of COVID-19, being in close proximity (within but not limited to six feet) to an infected person can result in a transmission. **Enclosed spaces (e.g. trailers, toilets), confined spaces and any space with recycled air presents additional exposure risk and should be avoided as much as possible.**

The Center for Disease Control advising the following measures to prevent transmission of COVID-19 Coronavirus. All persons at the ReStore must adhere to the following without exception.

- Staying home from volunteering if you are sick, and reporting symptoms immediately
 - Symptoms could include: a fever of 100 degrees or higher, cough, shortness of breath or difficulty breathing, dry cough, body aches, chills, or fatigue, or loss of sense of smell and/or taste. Refer to CDC guidelines on [What To Do If You Are Sick](#).
 - Volunteers should NOT return until at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 7 days have passed since symptoms first appeared
 - Habitat may require a doctor's note or a negative COVID-19 test result after developing symptoms
 - In other words, if you feel sick, uncomfortable, or unsafe, please stay home.
- Social distancing (min of 6 feet)
- Frequent hand washing with soap and water and sanitizing (washing hands front and back, between fingers, nails in palms, and wrists)
 - Upon entrance to site and before going home at night
 - Before and after touching shared surfaces
 - Before and after eating
 - Before and after using bathroom
 - Before touching your face
 - After disposing of garbage
 - After sneezing or coughing
- Proper cough and sneeze etiquette (into your elbow, or tissue that is disposed of- then handwashing)
- Avoid touching your face
- Wear a face mask throughout the entire work day
- Using your elbow or foot to open doors or move objects when appropriate
- Required periodic cleaning of all surfaces shared with others
- Avoid use of shared materials or cell phones
- Leaving doors and openings open and only opening doors with arms or feet
- Refer to the CDC guidance on [How to Protect Yourself](#).

Failure to follow the following protocols will result in immediate removal from site.

Check-in, Check-out

Each day you must start by going immediately to the checkout counter, checking in with the designated Habitat for Humanity staff member. You may not start work or access any other areas of the ReStore until you have checked in.

- Check-in will include:
 - Pre-entry screening. The Habitat staff member will document your truthful responses to the following questions:
 - Have you been in close contact with a person that has shown signs/symptoms, or been diagnosed with COVID-19?
 - Has anyone in your household been in close contact with a person that is in the process of being tested, has shown signs/symptoms, or been diagnosed with COVID-19?
 - Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
 - Are you having trouble breathing or have you had flu-like symptoms within the past 72 hours, including: fever, dry cough, shortness of breath, sore throat, body aches, chills, loss of taste or smell, or fatigue?
 - Have you traveled to an area with a high risk of COVID-19 in the last 14 days?
 - Taking temperature through contactless arm thermometer
 - Immediately wash hands upon entering the ReStore.
 - Daily instructions on COVID-19 safety and protocol will be reviewed with each individual.
- Check-out will include:
 - Wash hands before leaving the ReStore
 - Cleaning all touched surfaces
 - Masks and gloves shall be worn by everyone during cleaning and check-out

PPE / Safety

- While in the ReStore, use of a CDC compliant face mask is mandatory at all times.
 - Exception for breaktimes when volunteer must remove face mask to eat or drink.
- Please bring your own mask, and if needed, you will be provided with any necessary gloves, masks, eye protection, etc. Please keep in mind that these resources are scarce. Plan to label and reuse these items for as long as they are in good working order and able to adequately serve their purpose. Always clean them at the end of the day.
- For the safety of staff, customers & volunteers the ReStore is following these safety precautions
 - Volunteer limit of three individuals (aside from future homeowners) per shift, excluding trailer unloading days
 - Wiping down surfaces
 - Limited pick-up or drop-off of donation items
 - Requiring facemasks at all times
 - Reduced store hours (10am – 4pm)
 - Mandatory wellness checks for employees and volunteers every morning

- Asking appropriate health questions
- Taking non-contact temperatures
- Disinfecting carts after use
- Maintaining physical distancing of 6' between all staff and customers

Vehicles

- During this time, use of your own vehicle for travel to and from site is strongly encouraged.

Breaks, water, and lunch

- When taking breaks avoid interaction with any other people, wash your hands upon returning to site after any break.
- When taking lunch do so within your private vehicle if possible or far from others.
- Absolutely no sharing food. All persons on site are responsible for getting their own food. No employee or AmeriCorps member is permitted to pick up food for other people on site.
- Though restaurants are permitted to offer carry out only via advanced call or order, bringing a packed lunch is encouraged.
- Water- personal reusable or disposable water bottles only. There will a water cooler available for staff and volunteers.

Reporting Symptoms or Issues on Site

- Any individual on site reporting or exhibiting symptoms should immediately stop work, call the Pandemic Safety Officer, follow close-out site protocol and leave site. Persons suspected of or reporting symptoms should head home immediately and it is recommended that they follow up with their personal physician.

Violation of protocols- zero tolerance

Failing to adhere to these protocols may endanger the health and safety of other staff members as well as their household members. Because of the importance and gravity of the situation at hand, failure to comply with these protocols could result in removal or dismissal from the site and all future volunteer activities.