

COVID 19 Protocol for Volunteer Groups

Habitat for Humanity of the Charlotte Region

Habitat Charlotte Region is committed to the safety of our volunteers, staff and homeowners. We ask for your cooperation in protecting yourself and others at your volunteer site by following these protocols before you volunteer and while you volunteer. These protocols apply to individuals who have been vaccinated as well.

Before You Volunteer

- Stay home from volunteering if you are sick and report symptoms immediately.
 - Do not come to your volunteer shift if you are experiencing illness symptoms such as
 - fever of 100 degrees or higher
 - cough, shortness of breath or difficulty breathing, dry cough
 - body aches, chills
 - sore throat
 - fatigue
 - loss of sense of smell and/or taste
 - Volunteers should NOT return to volunteering 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
 - Individuals should seek medical attention if they develop these symptoms.
 - In other words, if you feel sick, uncomfortable or unsafe, please stay home.
- **Please bring a mask with you to wear on site or in the store.** (You may want to bring more than one.) Habitat Charlotte Region has limited supplies for volunteers.
- **Please bring your own reusable water bottles or bottled water** (you may want to bring a few for all day shifts.) We will provide bottled water. We no longer have communal water coolers on build sites.

On the Volunteer Sites

When you arrive

- You will be asked to complete a health screening each time you volunteer. (Individuals who have been vaccinated should still complete the form since they might be carriers.) The form must be answered truthfully.
 - The volunteer is not feeling sick and does not have a fever, body aches, cough, shortness of breath or difficulty breathing and
 - The volunteer has not come into close contact (within 6 feet) with someone who has confirmed COVID-19 diagnosis in the past 14 days.
 - Confirms that the volunteer understands and accepts the volunteer site safety protocols in this document.

On the volunteer site

- Masks/Face coverings
 - On the build site and in ReStores, masks or face covering (N95 mask, dust/pollen mask, face shield, cloth mask) are required. This is to comply with the state of North Carolina's mask mandate.
- Wash your hands throughout your volunteer shift
 - In addition to port-a-johns, build sites have hand washing stations or sinks or spigots designated for handwashing with soap and paper towels
 - Use disinfectant spray on the surfaces in the restroom and hand washing station after each use.
- Maintain a minimum of 6' distance between yourself and other individuals
- If working inside, work with windows and doors open to promote ventilation
- Keep doors open as much possible to reduce touching doors, knobs and handles
- Do not visit other areas of the site or a ReStore unless it is necessary.
- Tools
 - Tools will be cleaned with disinfectant spray before you arrive
 - When on site, work with staff to gather the tools and materials you will need to perform your tasks. Plan as much as possible to reduce the need to reduce movement on the build site.
 - Refrain from sharing tools with others.
 - If working as a team (like cut person and installer) designate tasks and stick to them, switching duties as little as possible
 - Clean tools periodically throughout the day using sanitizing spray.
 - At the end of the day, please gather up your tools, lay them out and spray them.
- Personal Protective Equipment
 - You will be provided with eye protection and hard hats. Please keep track of them.
 - Sanitizing spray will be available to clean them before and after use.
 - At ReStores, gloves are available if needed.
- Breaks/Water/Lunch
 - Maintain physical distancing during breaks and lunch. Consider eating lunch in your vehicle.
 - Sharing of food is discouraged.
 - If groups are providing food, boxed lunches or single serve wrapped snacks are strongly encouraged. If food is served from a communal source (pizza, taco bar, barbeque, buffet lines), there should be designated servers to reduce the number of people handling serving utensils.

Reporting Symptoms or Issues on Site

- If you start to feel sick or have any symptoms on site
 - Stop working
 - Sanitize your area
 - Let your group leader and your site supervisor know
 - Leave the volunteer site with the least amount of contact possible.

When You Finish Volunteering

- Clean up the build site and clean your tools and surfaces

Updated 11/19/2020

- Wash your hands before leaving the volunteer site