

The health and safety of our volunteers is our top priority. The COVID-19 Pandemic requires changes to the Habitat for Humanity operation including volunteer procedures. Volunteer numbers will be affected by COVID-19 for the foreseeable future to ensure social distancing. We want to encourage volunteers to come back when they feel safe. That may look different for each individual volunteer. If you are entering a Habitat site, whether in our office, ReStore or construction site, the protocols below will apply to you.

**Build sites are limited to have up to 12 people on site, including Habitat staff. Please do not go to the build site without prior consent from the Community Engagement Coordinator or Construction Supervisor.**

### Adjusted build site practices:

- Limit of 12 people on site, including Habitat staff.
- Volunteer groups limited to five (5).
- Volunteer shifts have been adjusted to allow for additional sanitizing of tools:
  - 8:30 – 11:30 am
  - 1:00 – 4:00 pm
- Volunteers must be age 16 or older to volunteer on the build site.
- No walk-in visitors or volunteers will be allowed.
- Contractors may be on site by appointment/permission only.
- In lieu of common source water, each person must provide their own water. No on site water or food provided.
- Habitat staff and volunteers will participate in a health screening before entering the build site.

### Before arriving at a volunteer site:

- Please assess your signs and symptoms.
- Do not come to volunteer if you are feeling ill or have been exposed to someone ill.
- **All volunteers are required to complete an online waiver. [Link to Habitat Online Waiver](#)**  
(The online waiver only needs to be completed once per year. No paper waivers are available.)

### What to bring to the build site:

- Each person is encouraged to bring your clean personal **mask**, labeled with your name.
- Please bring your own individually filled and **labeled water bottle**.
- Please bring your own **gloves**.
- Each person is encouraged to wear sunglasses. Safety goggles will be provided when needed and appropriately sanitized.

### What to wear:

- **Wear closed toe shoes or boots and long pants.** Open toe shoes and shorts are not proper work site apparel and will limit your ability to participate in construction activities.
- **Layered clothing is recommended.** You may not know in advance if you are working indoors or outdoors. Dress appropriately for the weather.
- **You will get dirty.** Wear clothing that you do not mind tearing or staining.

### Upon arriving at the build site:

- Upon arriving at the build site, please go directly to the Health Assessment area.
- The health screening will be administered by the Community Engagement Coordinator, Construction Manager or Construction Coordinator for those working on the build site.
- All employees and volunteers will complete a health screening prior to the start of their shift. This screening includes:
  - Temperature check

- Health screening questions
- Health screening tracking sheet
- Anyone experiencing symptoms or exposed will be immediately isolated and sent home.
  - Contact your supervisor
  - Call your health provider
  - Do not return to work until you are not exhibiting symptoms for 7 days or you have tested negative for COVID-19
- Use the provided hand sanitizer, use work gloves and have a clean personal cloth mask or disposable mask to enter the site.
- If you do not follow the above protocol, you will be asked to leave.
- Let the construction staff know if you have a medical condition that they should be aware of, such as allergies, asthma, heart problems, etc.
- In the event of an emergency, please notify the construction staff immediately.

### Food and beverage:

- In lieu of using a common source of drinking water, each person must provide their own labeled and filled water bottle.
- No onsite food or water will be provided by Habitat.

### Social distancing and sanitizing:

- Maintain at least a 6-foot distance between people
- Do not congregate on the site in large group.
- Common spaces and tools will be disinfected before and after volunteer shifts by Habitat staff.
- A table for used tools will be provided for sanitization at the end of each volunteer shift.

### Tools:

- Habitat has the necessary tools on site.
- Safety guidelines are followed. **If you do not feel comfortable doing a task, please let us know.**
- Sanitizing will occur after each volunteer shift.

### Photos:

- Habitat staff may take photos of your build day.
- We encourage you to take photos and share them via social media, provided they do not interfere with your work or safety. Be sure to tag @HFHdouglasCoMN!

### Reducing Your Risk of Coronavirus Infection:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people (minimum of 6 feet).
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces regularly.

### Thank you for volunteering!

Your time on site has impact in so many ways! You are building a stronger community, building a home where a family can grow and thrive, building relationships with other volunteers as we serve together, and building a sense of joy and accomplishment for your time. **Thank you for building strength, stability and self-reliance through shelter.**