

REOPENING PROTOCOL – COVID-19 Pandemic

Pursuant to Governor Scott’s Executive Order 01-20 with Addendums, Bennington County Habitat for Humanity (BCHfH) recognizes and supports the conclusion that “as we move forward, businesses, governments and employees must understand that *how they work* is essential to resuming and maintaining business operations, to stay safe and save lives.”

Therefore, BCHfH will follow the Health and Safety Requirements of the Executive Order, as most recently outlined May 1, 2020 in Addendum 12:

a. Employees and Volunteers shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).

b. Employees and Volunteers must observe strict social distancing of six feet while on the job. Businesses and non-profit or government entities shall ensure customers observe strict social distancing of six feet while on location, to the extent possible.

c. Employees and Volunteers must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask.

d. Employees and Volunteers must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization should be required before entering, and leaving, job sites. All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected regularly.

e. No more than two people shall occupy one vehicle when conducting work.

f. Prior to the commencement of each work shift, pre-screening, including temperature checks and health survey shall be required to verify each employee and volunteer has no symptoms of respiratory illness (fever, cough, and/or shortness of breath). At the present time non-contact thermometers are in short supply, however employers shall immediately order, and use their best efforts to obtain, thermometers in order to conduct routine temperature checks.

g. Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.

h. No congregation of employees and volunteers shall be permitted on site.

i. No workers who have knowledge of contact with a worker who is diagnosed with COVID-19 shall be permitted on site and shall quarantine for 14 days.

j. Indoor workspaces where more than 2 employees/volunteers are working must have good air circulation.

k. All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance. This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.

l. All employees and volunteers, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a mandatory training on health and safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA-provided standard.

Not only will BCHfH follow the ACCD requirements listed above, but it also will require the following:

TRAINING ON SAFETY AND HEALTH – Every person wishing to volunteer with BCHfH must complete the Vermont Occupational Safety and Health Administration’s (VOSHA) online training, *Protecting the Safety and Health of Workers*, <https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha> and submit the Certificate to a member of BCHfH Staff before resuming volunteer work.

RELEASE AND WAIVER – Every volunteer will sign the UPDATED *Volunteer Agreement, Release and Waiver of Liability* (now includes language from HfHI regarding COVID-19) as of August 5, 2020. Every volunteer must present the signed Release and Waiver to BCHfH before resuming volunteer work.

CONSTRUCTION VOLUNTEERS MUST SIGN UP FOR SPECIFIC DATES AND TIMES - In order to volunteer at our build sites, any interested person must sign up for a specific date and time slot through the BCHfH Office. While we love our volunteers and are grateful to each and every one, we must maintain control over the number of volunteers and the hours of construction. Presently, the number of volunteers at each build site will be limited to no more than four (4) volunteers total (not including the Construction Supervisor) and no more than two (2) per home repair project.
(Please note that ReSale Store volunteers will continue to sign up for shifts with the Store Manager.)

PERSONAL PROTECTIVE EQUIPMENT REQUIRED –

- Every volunteer must wear a CDC-approved mask.

In addition, BCHfH will implement the following cleaning and disinfecting guidelines:

- **Cleaning of Tools to Help Prevent Spread of Covid-19 (*Milwaukee Tools Guidance*) (Construction only)**
- **Cleaning and Disinfecting Your Facility – Centers for Disease Control Guidance**

I have read this document in its entirety, completed the online VOSHA Training *Protecting the Safety and Health of Workers* and submitted my Certificate of completion, and submitted my signed *Volunteer Agreement, Release and Waiver of Liability*.

Printed Name of Volunteer

Date

Signature of Volunteer

This is a Working Document and is subject to change as conditions of the COVID-19 Pandemic change.