

# LLHFH's Construction Covid-19 Safety Guidelines

Based on PA Department of Health, CDC and OSHA recommendations

## New Hours for Construction:

**8:15am – 3:15pm:** Volunteers On-Site

**3:15pm – 4:00pm:** Habitat staff cleans all the tools, bathroom, PPE area, and any areas with high probability of being touched by volunteers (ie: doorways, doorknobs, light switches, etc) before end of day.

### 1. Site Requirements:

- a. Please do not volunteer if you feel sick in any way
  - i. This includes covid-19 symptoms (fever of 100.4 or greater, shortness of breath,
  - ii. It also includes if you feel even slightly off or not quite yourself physically. We ask that you stay home until you feel 100%, in order to protect other volunteers, homebuyers and Habitat staff.
- b. Masks (covering the mouth and nose) must be worn at all times on-site.
- c. Maintain at least 6ft distance from all other volunteers, staff or subcontractors, as much as possible
  - i. Partnering work should be limited
  - ii. When partner work is required, try to avoid facing each other (ie: not breathe in another person's face). Face shields will be provided as extra protection and need to be sanitized after every use.
  - iii. Avoid physical contact when partnering, whenever possible
- d. Clean shared tools after every use
- e. Hung outside the bathroom: Disinfect the bathroom after every use.
- f. Hand sanitizer and disinfectant stations will be setup in each home.
  - i. Staff will enforce hand washing (when possible) and sanitizing breaks for volunteers, at minimum every hour.
  - ii. Hand wash or sanitize after every time you eat, drink, touch your face, touch your mask, and/or use the restroom.
  - iii. Tools, doorways, door knobs, light switches, bathrooms, and other frequently touched areas will be regularly disinfected by volunteers and staff throughout the day. All these areas plus the van, will be disinfected by the Habitat staff before the end of every work day.
- g. When supplies need to be dropped off to the site, if possible, schedule when volunteers are not on-site.
- h. Staff and volunteers should travel to and from the construction site separately.

### 2. Volunteer Requirements

- a. **Before coming to volunteer:**
  - i. Send out new volunteer requirements via email so that volunteers know what to expect and know our new policies (including, asking the screening questions)
  - ii. When volunteers are signing-up for shifts (ie: on Volunteer Local), ask them the screening questions as well as include the Site Requirements for them to digitally agree to.

- i. **Screening questions:** Are you experiencing any of the following?
  - 1. A new onset of a cough?
  - 2. Shortness of breath?
  - 3. A fever (temperature of 100.4 or higher)?
  - 4. Chills?
  - 5. Fatigue?
  - 6. New, loss, or change of taste or smell?
  - 7. Headache?
  - 8. Muscle or body aches?
  - 9. Sore throat?
  - 10. Nausea, vomiting or diarrhea?
- ii. Are you feeling ill in any way?
- iii. Have you been exposed to someone who has tested positive for Covid-19 within the last 2 weeks?
- iv. **If you answered yes to any of the above questions, then do not sign up to volunteer.**
- v. It is extremely important that if you feel under the weather even in the slightest, that you do not come to volunteer. For the safety of our volunteers and staff, and for the continuation of our work – you must feel 100% to be on-site with us. We deeply appreciate your desire to serve, and we need you to take care of your own health first.
- vi. If volunteers feel comfortable being on-site and are in 100% good health, we happily invite volunteers to serve with us under these guidelines.

**b. When volunteers first arrive onsite (before entering any Habitat home). The following steps will be taken outdoors, maintain at least 6ft separation from other volunteers and Habitat staff.**

- i. All volunteers must wear a safety mask at all times while volunteering (the only exception is when eating meals which is covered more below).
  - 1. Masks must cover the mouth and nose, at all times.
  - 2. Volunteers are asked to bring their own masks, when possible.
    - a. Acceptable masks are cloth, surgical or N-95/construction masks.
    - b. Bandanas, scarves, buffs or other home items do not count as proper masks
    - c. Masks should be put on while volunteers are in their car, and should be kept on until they get back in their car to leave for the day.
  - 3. If volunteers do not have their own mask OR theirs is soiled/over-used/not a proper mask, they will be provided one on-site. Personal Protective Equipment (PPE) will be provided outside the home and must be fully put on before entering the home.
    - a. Be sure to clean hands before taking a mask, and disinfect the area after placing on PPE.
  - 4. Those with glasses might experience fogging (which is a safety concern).

5. If a volunteer has this issue, they should use a mask that has the metal piece across the top. When you tighten this metal piece around the bridge of your nose, it prevents air flow upwards allowing you to see clearly and still be covered properly. If volunteers do not have this style of mask but need one, take one from the PPE station outside each home.
- ii. The Habitat staff will ask the screening questions again and take every volunteers temperature.
  1. Anyone who answers yes to any of the prescreen questions and/or exhibiting a fever of over 100.4, will be asked to leave immediately.
- iii. Before work begins, the Habitat staff will go over the most pertinent safety guidelines one more time and extra copies will be available on-site for reference.

**c. Expectations on-site**

- i. There can be no more than 4 persons working inside a home at any time (this includes staff, volunteers and sub-contractors.)
  1. This means only those who signed up through our online system (Volunteer Local) will be allowed on-site for that day.
- ii. Exterior work does not have the same volunteer count limitation as long as the 6ft distance is upheld. So depending on the site (ie: if there is exterior work needed – like for the Cumberland St homes) we could have a few additional volunteers; but this exception will be clearly communicated during sign-ups.
- iii. If volunteers have their own hand tools, they are asked to bring them and be the sole user of them while on-site.
  1. If volunteers do not have their own tools, they can use LLHFH's tools.
  2. Tools must be cleaned and disinfected before and after use.
  3. Tools that are used should be kept and stored in a separate area so that they can all be cleaned at the end of each work day
  4. Volunteers may not enter or retrieve tools from the van or trailer. Only staff can get tools from these areas.
- iv. Volunteers must maintain the 6ft distance as much as possible (this means waiting at a distance for volunteers and staff to pass through doorways or go up and down steps, etc)
  1. Partnering work should be limited as much as possible.
  2. When this is not possible, volunteers should try to not face each other (ie: not breathe in another person's face) and will wear face shields to have more protection
  3. Volunteers should avoid any physical contact when doing partner work
- v. Volunteers will be instructed to take hand-washing breaks at least every hour. And when hand-washing is not possible, use hand sanitizer.
  1. If volunteers touch their face mask, they should stop immediately and wash/sanitize their hands.
- vi. The bathroom must be disinfected after every use.

1. This means that the toilet, flush knob, sink, faucet, doors, knobs and light switch and anything else touched, are disinfected with wipes.
  2. Volunteers must wash their hands for at least 20 seconds or use hand sanitizer after using the bathroom.
- vii. Group breaks should be minimized.
1. Morning Break
    - a. Stagger the morning break (typically around 10AM); with volunteers taking their break individually.
    - b. Hands should be washed or sanitized before eating or drinking and after putting their face mask back on.
  2. Lunch
    - a. Hands should be washed or sanitized before eating or drinking and after putting their face mask back on.
    - b. More than 6ft distancing should be observed during lunch (where risk is the highest because masks will be off). 10ft is recommended.
      - i. This may mean volunteers eat in different rooms, different houses, outside, or in their cars - in order to lower risk.
      - ii. Maintaining distance during this time is very important – and if in the same room, volunteers should face away from each other’s faces.

**d. After volunteering with us**

- i. If a volunteer shows signs of covid-19 up to 2 weeks after volunteering with us, they must get in touch with Jacquie, the Volunteer Manager ([Jacquie@llhfh.org](mailto:Jacquie@llhfh.org) 717-719-2955), immediately.

**3. LLHFH’s Response if there is a Probable or Confirmed Covid-19 Case**

- a. Close off and ventilate areas visited by that individual (John or Matt)
- b. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection
- c. Clean and disinfect all spaces possibly contaminated
- d. Identify and notify volunteers and staff who were in close contact with that individual (within 6 ft from that individual for at least 10 minutes) – without breaking confidentiality of who has, or might have, covid-19. (Jacquie)
- e. Volunteers and staff who were around a person with covid, should not return to construction until...
  - i. At least 14 days, as it could take that long to develop covid-19.
    1. They should check their temperature daily, get tested, and only return after 14 days if they exhibit no symptoms.
  - ii. If they think they had Covid-19 AND have symptoms: 3 days with no fever, and symptoms improved, and 10 days since symptoms first appeared
  - iii. If they tested positive for Covid-19 BUT have no symptoms: 10 days have passed since the test and still no symptoms
  - iv. If they have a weakened immune system (immunocompromised): You should talk to your doctor, as it may be recommended to stay home longer than 10 days