

## General Volunteer Information for On-Site Construction

**COVID-19 Update:** While we rely on our volunteers to help us carry out our mission, we also recognize that many of our volunteers may be part of high-risk populations that are especially vulnerable to COVID-19. If you or a member of your household are part of a high-risk population, please take that into consideration before choosing to volunteer. If you are in any way personally uncomfortable with the safety policies outlined in this document or have additional concerns, please stay home.

**Before arriving at any Habitat work site, please review the self-observation questionnaire on Page 3.**

Safety information and instruction on site tasks will be provided at the beginning of your shift. To ensure a safe and healthy work environment, your temperature will be taken upon arrival to site. **Temperature must be below 100 degrees in order to work on site.**

**Please bring the following required items with you:**

- Packed lunch (or plans to get lunch nearby on break)
- Water bottle labeled with your name

**Please bring the following items with you if possible:**

- Face covering
- Safety glasses
- Hard hat
- Work gloves
- Hand tools (hammer, tape measure, tool belt, carpenter pencil, etc.)

**Workday Details:**

- Construction workday hours will be from **8:30am** to approximately **4pm**. **Please be on time to receive safety huddle and morning instruction.**
- **All volunteers and partner families on site must be registered in advance in order to participate. Anyone who is not pre-registered may be turned away.** There are tight restrictions on the number of people allowed on each worksite each day.
- Workday tasks will be dependent on what does or doesn't get accomplished by other volunteers prior to the workday, subcontractor schedules, inspections, and weather. Please be flexible in the workday tasks.
- **Volunteers are responsible for bringing their own lunch or being prepared to grab a quick lunch nearby. Volunteers should also bring their own water bottle.** Igloo coolers will be available to refill water bottles if necessary. At this time, please do not bring food or drink to share with the group.

**Attire:**

- Volunteers should dress in comfortable clothing that they don't mind getting dirty or damaged.
- **Volunteers must wear sturdy closed-toed/closed-heeled shoes;** volunteers in open-toed/slip-on shoes **will not** be permitted to work on site due to safety reasons. Hiking/work boots are preferred, but thick-soled tennis shoes are acceptable.
- **Face coverings are to be worn while on site.** Any face covering that covers both the nose and mouth is acceptable. Volunteers should bring their own face covering if possible. Volunteers are encouraged to bring their own sealable plastic bag (labeled with their name) to store PPE when



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not in use. If volunteers do not have a face covering, one will be provided to them upon arriving to site.

- Volunteers will be required to wear hard hats and safety glasses while working on site throughout the build day. Please bring your own if you have them. If not, they will be provided and will need to be sanitized at the end of the day.
- We recommend that volunteers wear work gloves to protect their hands during the workday. Work gloves will be available on site, but please bring your own if possible.
- Long hair should be tied back when operating power tools.

### Volunteer Policies:

- Volunteers **must be 16 years or older** to be on an active site, and youth under 18 should be accompanied by an adult (21 or older).
- Throughout the day, **volunteers are asked to maintain at least a 6-foot distance** between themselves and other volunteers, staff, or partner families, whenever possible. This includes during lunch and any other breaks. No handshakes or other physical greetings. **Practice social distancing** on the site in large group meetings such as safety huddles.
- Hand washing stations will be set up on each site that does not have a sink with running water. Please wash hands regularly with soap and water for at least 20 seconds.
- Hats, sunscreen, and a water bottle are always great to have on the worksite.
- Please remember to take breaks and drink plenty of water! If you need to remove your face covering, please step outside or into a solitary space and take a break.
- The site has a port-a-john. Hand sanitizer is provided.
- There is no smoking permitted on Habitat sites.
- Volunteers should not be under the influence of any alcohol or drugs prior to or during the work day hours.
- Tools will be available on site for volunteer use. Shared tools should be wiped down regularly between uses.
- Please help keep the site orderly and clean by straightening and putting away any tools or materials that are not in use throughout the day and especially at the end of the workday.
- All volunteers **must** complete a Release Waiver of Liability prior to beginning the workday. Electronic waivers are available at <https://waiver.smartwaiver.com/v/habitatmidohio/>. If a volunteer has completed a waiver in the current calendar year, he/she will not have to fill out another until the next calendar year.
- All volunteers will sign in and out on a volunteer log while on site to track volunteer hours. Please fill the volunteer log out completely and legibly.

**If the weather is questionable:** Call the automated construction phone line to check for any changes or cancellations. Call: (614) HABITAT (422-4828), hit #, then dial extension 7039.



## General Volunteer Information for On-Site Construction Self-Observation Questionnaire

The purpose of this questionnaire is for you to self-observe your health prior to coming to a Habitat job site. It was developed using criteria from the Centers for Disease Control and Prevention (CDC) and medical professionals.

**Use this form daily prior to coming to work on a Habitat job site. If you answer “Yes” to at least one question, please stay home.**

1. Are you experiencing fever 100 degrees or above?	YES	NO
2. Are you experiencing a new cough? (not related to allergies)?	YES	NO
3. Are you experiencing shortness of breath or difficulty breathing?	YES	NO
4. Are you experiencing two or more of the following symptoms?  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>- Chills</li> <li>- Repeated shaking</li> <li>- Muscle Pain</li> </ul> </div> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>- Headache</li> <li>- Sore Throat</li> <li>- New loss of taste or smell</li> </ul> </div> </div>	YES	NO
5. Have you or a household member: <ul style="list-style-type: none"> <li>- Been instructed by a medical professional to isolate for potential coronavirus, with or without being tested?</li> <li>- Had prolonged close contact* with someone who has tested positive for coronavirus?</li> <li>- Traveled to one of the states listed as part of Ohio’s travel advisory (see <a href="https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory">https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory</a>) within the last 14 days?</li> </ul>	YES   YES   YES	NO   NO   NO

Volunteers and Partner Families experiencing any symptoms should consult with their physician and follow the physician’s recommended advice.

**Once you begin your shift or your workday, continue to observe yourself for any changes such as fever, coughing and/or difficulty breathing. If your condition changes while on the job site:**

- Report your condition to the House Lead and go home as soon as possible.
- Self-isolate and limit your contact with others.
- Seek advice by telephone from a healthcare provider or local health department (they will determine if a medical evaluation is needed).

*\*Close contact is defined by the CDC as being within approximately 6 feet of a COVID-19 case for a prolonged period of time (10 minutes or more) or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).*

**Please do not bring this form to the work site, but use it as a personal tool to help track symptoms and temperature prior to coming to work on a Habitat job site.**

