

## **Main Office Volunteer Safety Protocols**

As we navigate COVID-19 together, the health and safety of volunteers remains a top priority. Volunteers must adhere to the safety protocols below to ensure their own safety and that of other volunteers, staff, and the community.

These protocols are intended to function in conjunction with the COVID-19 Addendum to the Habitat for Humanity of Metro Denver Release and Waiver of Liability, Habitat for Humanity of Metro Denver COVID-19 Exposure Plan and any additional safety protocols shared by Habitat Metro Denver staff and AmeriCorps members at the main office.

Volunteers should contact [build@habitatmetrodenver.org](mailto:build@habitatmetrodenver.org) with any questions.

### **Entering and Exiting the Main Office**

- The building will remain closed and locked to the public until further notice.
- Volunteers entering the building must coordinate with their supervisor for entry if they do not have a key.
- Enter only through the main front entrance on the East side.
- Exit only at the back door on the West side.
- When moving through the building, stay on the right side of the hallway. Be mindful of corners and heavy traffic areas.
- The building is regularly alarmed between 5pm and 8am on weekdays and 24 hours a day on weekends. Volunteers should coordinate with their supervisor for alarm procedures if needed.

### **Maximum Building Occupancy**

- Currently there are a total of 25 volunteers and 66 employees who regularly office at main office. We will do a phased transition into our 'new normal' which will likely look different than prior to COVID-19.
  - Volunteers will be scheduled by their direct supervisors to support this phased transition.
- Each room will have a sign indicating a) the maximum number of people allowed at any given time in the space and b) the individuals who can office in the room.
  - Volunteers are prohibited from officing in a space that they are not specifically assigned to unless it is clearly marked as a common use area AND the maximum occupancy has not yet been reached

### **Personal Protective Measures while in the Building**

- Always maintain physical distancing (at least 6-ft distance).
- Always wear a mask. Fabric masks and bandannas are acceptable. Current CDC guidelines recommend cloth face coverings. N-95 masks or surgical masks are not necessary, as those are critical supplies that should continue to be reserved for healthcare workers and other medical first responders.
  - Exception: wearing a face mask is recommended, but not required when working in your designated workspace.
  - Volunteers are requested to bring their own mask with them to the office.
- Avoid touching your face.
- Wash your hands often. Washing your hands is one of the most effective ways to stay healthy and to limit the spread of the virus.
- Use hand sanitizer when needed. Please note, hand sanitizer is in short supply, so please use appropriately. Wash your hands instead of using hand sanitizer when possible.

### **Workstations and Office Equipment**

It is important that everyone take personal responsibility for following appropriate sanitary practices when working in the office and using office equipment.

- Disinfect workstation keyboard, mouse, and surrounding work surface daily.
- If you are talking with someone in another office, try to talk from the entrance of office. Avoid going into the office and sitting in the guest chair.
- Use the printer/copier closest to your work area. If multiple people have access to this printer, disinfect the printer before and after each use.
- ***AVOID*** using office equipment in an office that is not located in your regular workspace (including, but not limited to: pens, staplers, sticky note pads, etc.)

### **Conference Rooms - Alternative Use**

- Carter Conference Room will be converted into a kitchenette with a microwave available.
- Koinonia, Connie Curtis, Inca, Prayer and Accounting Volunteer Rooms can be used as additional office space for employees sharing an office with other employees.
- The Computer Lab can also be converted to additional workspace. Be conscious to pick a spot with ample distance from others and do not exceed posted maximum occupancy.

### **Kitchen, Fuller Hall, Food & Beverage**

We cannot ensure that all appliances and surfaces are always properly disinfected. For this reason, it is important for your health, and to limit the potential spread of the virus, that everyone takes personal responsibility for following appropriate hygiene practices when using the breakroom.

- Always maintain physical distancing (at least 6-ft distance). This means **only one person in the kitchen** at any given time. Please wait in Fuller Hall if someone is in the kitchen.
- Volunteers are required to eat a) in their assigned workspace, b) outside, or c) in Fuller Hall within the following guidelines:
  - One person per table maintaining 6-ft distance always.
  - A maximum of two people may be seated in the outdoor picnic area at a time.
  - Disinfect table-tops before and after each use with disinfecting solution and paper towels.
  - Volunteers are not allowed to eat in Fuller Hall when it is reserved for meetings with Habitat families.
- Disinfect refrigerator handle and microwave before and after each use.
- Place dirty dishes in the dishwasher – DO NOT leave dirty dishes in the sink, on the countertops, or on tables!

### **Restrooms**

We cannot ensure that all restroom door handles, toilet handles, faucet handles, and related surfaces are always properly disinfected. For this reason, it is important for your health, and to limit the potential spread of the virus, that everyone takes personal responsibility for following appropriate sanitary practices when using the restrooms.

- Only one person in the restroom at any given time.
- Use a paper towel to open bathroom doors and touch bathroom surfaces.
- Volunteers **MUST** wash hands before returning to work. Avoid touching doors and surfaces on exiting the restroom after washing your hands.

### **Tracking Office Occupants**

- Tracking who is in the office each day is critical information in the event an individual contracts COVID-19.

- VolunteerHub is the program selected to track volunteers at the main office, ReStores, construction sites and the Warehouse. Volunteers will receive VolunteerHub instructions prior to volunteering.

**Failure to comply with these protocols may result in staff or an AmeriCorps member asking a volunteer to leave the main office and/or additional actions in accordance with Habitat Metro Denver policy.**