

## **Production Shop 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 Warehouse.

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

### **Personal Responsibility**

- Masks are optional for fully vaccinated individuals. Fully vaccinated is defined as 14-days after the final dose was received.
- Any individual who is not vaccinated is required to wear a mask on-site, at all times.

### **Entering the Warehouse**

- Sign in with a staff or AmeriCorps member at the designated volunteer sign-in area immediately upon entering the Warehouse. Volunteers will receive information on the designated volunteer sign-in area prior to their volunteer shift.
- Wait for additional instructions and safety protocols from staff and AmeriCorps members before beginning to volunteer.

### **Social Distancing**

- Do not congregate in large groups (more than 10 people).
- Try to keep a 6-foot distance from others whenever possible.
- No handshaking, hugs, high fives, or other contact greetings.

### **Sanitation and Hygiene**

- *Wash your hands often.* This is one of the most effective ways to stay healthy and limit the spread of the virus.
- Use hand sanitizer when needed.
- Try to avoid sharing tools and use personal tools whenever possible.
- Avoid touching your face.
- Do not share personal protection equipment (PPE).
- Utilize gloves where appropriate and wash hands after removing gloves.
  - Wear gloves when using the rolling stair, carts and hand dollies or sanitize the handles/handrails after each use.
- Follow clean up instructions from staff and AmeriCorps members at the end of the day.

### **Breakroom**

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. At a minimum, follow these practices:

- Always maintain physical distancing (at least 6-ft distance). This can be challenging within the relatively small confines of the breakroom, so please maintain added awareness.
- No more than 5 persons in the breakroom at any time.
- There are two additional areas for eating lunch: the conference room and a large table in the warehouse area. Spread out to maintain 6-ft distance.
- No more than 1 person at a table at any time.
- Place dirty dishes in the dishwasher. DO NOT leave dirty dishes in the sink, on 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.

### **Tracking Volunteers at the Warehouse**

- 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 their volunteer shift.

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