

ReStore Volunteer Safety Protocols and Procedures

Welcome back Habitat ReStore Volunteers!

As we navigate the COVID-19 situation together, the health and safety of our volunteers remains our top priority. All volunteers must adhere to the expectations listed below to ensure their own safety and that of other volunteers, staff and the entire community at large.

Full participation by all volunteers is required to ensure that procedures are adopted as efficiently and effectively as possible. If you have any questions about any of the policies and procedures, please contact build@habitatmetrodenver.org. If you witness another volunteer not following these policies, please bring it to their attention if you feel comfortable doing so, and/or report the issue to a staff supervisor. **We cannot overstate the importance of following these policies and procedures as it will take a collective effort to protect our community.**

- 1.) If you are experiencing any signs of sickness, stay home.
- 2.) Always maintain proper social distancing of at least six feet. This rule applies to everyone: staff, volunteers, customers, and donors.
- 3.) You must always bring and wear a face mask. Masks must be worn close to the face and cover both the nose and mouth. Safety glasses can be worn at the discretion of the volunteer. (unless required for the task being performed)
- 4.) Wear gloves when needed and wash your hands often. Washing your hands is one of the most effective ways to limit the spread of the virus. You can also use disposable gloves for short term/one-time use. Use hand sanitizer as a secondary option to full hand washing.
- 5.) Whenever you finish with a workspace or tool, disinfect it. Do not share tools with others unless necessary. If you need to share tools, make sure to sanitize them between uses. Sanitizer will be provided for all sites.
- 6.) Keep track of the tools and supplies that you are using so that they do not accidentally get picked up by someone else.
- 7.) Stay in your assigned work area as much as possible. Reducing interaction is key to limiting the possibility of spreading the virus. When taking your lunch or a break please do so in an area away from others to maintain social distancing.
- 8.) Notify your supervisor if you notice that any cleaning or protective supplies are running low.
- 9.) Take turns and support your team in disinfecting and cleaning all communal areas. Clean and disinfect any communal areas and surfaces you've utilized.
- 10.) Follow all procedures set up for the ReStore location you are volunteering with. ReStore staff have created customer, donor/donation, staff and volunteer procedures. Ask the ReStore staff for instructions to be sure you're following their protocols. Each ReStore will have variations based on the set up of the store.

11.) Beginning June 1st, returning volunteers and Core Volunteers must sit for the new ReStore Habitat Orientation and check in with staff at the beginning of their shift.

12.) The ReStores have directional arrows to flow traffic in a way that encourages social distancing. Please follow the arrows as you move over the ReStore floor.

13.) Due to the significant health risk posed, failure to follow these policies and procedures could lead to a volunteer being asked to leave. If a volunteer is chronically unsafe, they will not be able to return as a volunteer.

We cannot clean too much or be too safe. We appreciate all the steps that you will personally take to ensure your safety and the safety of others. As you know this situation is extremely fluid and these policies and procedures may change as new information is received. If you have additional ideas on how to safeguard our community, please speak up.

I have read the policies and procedures above and have been given the opportunity to ask questions. I fully understand and will comply with the expectations listed above.