

ReStore Volunteer Safety Protocols and Procedures

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.**

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.

Social Distancing:

- Always maintain proper social distancing of at least six feet. This rule applies to everyone: staff, volunteers, customers, and donors.
- 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.
- 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.

Sanitation and Hygiene:

- 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.
- Notify your supervisor if you notice that any cleaning or protective supplies are running low.

Procedures:

- 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.

Tracking Volunteers on Construction Sites

- VolunteerHub is the program selected to track volunteers 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 asking a volunteer to leave the ReStore and/or additional actions in accordance with Habitat Metro Denver policy.