



COVID-19 Build Site Operations & Safety Protocol

Revised 05/18/2021

As of 05/18/2021 Our protective face mask requirement has been lifted and masks are now optional, following the guidance of the CDC and State of MN officials (see below for further discussion on use of masks). Limited volunteers are allowed on Habitat property. All volunteers must be registered in advance with LAHFH before coming to the build site. Our food/lunch policy has been updated - please see page 2 for instructions.

We will strive to "Only work on site when it is safe to work." This is always the prime guidance. Safe for our sites is to be in consideration of information from the CDC, health care and public officials at all levels including local, state and federal governments as well as HFH organizations. This will also include evaluations of specific site risks and conditions, as well as any personnel risks. A weekly recommendation of "safe to work" will be given by the LAHFH Executive Director with input from the LAHFH Construction Manager.

The following protocol will guide the operations and safety of LAHFH build sites for employee and volunteer behavior. Each employee and crew leader will receive a copy of this document and is required to sign that they have read and understand the document. Failure to comply with this protocol will result in closure of the build site. A copy of this document will be stored in the primary build trailer and made available to any volunteer or public official upon request.

Primary Safety Rules

1. All volunteers must sign a Covid-19 waiver form before entering the build site. This waiver should be signed electronically on Volunteer Up, when the volunteer registers for their first shift. If necessary, a paper copy of the waiver will be provided for the volunteer on site.
2. All employees and volunteers on the build site will adhere to social distancing of 6 feet or more when possible.
3. Limited / planned work crews. Volunteers will work in groups of 5 or less when possible.
4. Limit the number of volunteers on the build site to no more than 10 people when working outdoors and 5 people when working inside (excluding Habitat Partner Families, Construction Crew Leaders, and LAHFH Staff).
5. All LAHFH employees are empowered to request a volunteer(s) to leave the build site if the volunteer(s) isn't following this protocol document. Employees will document any issues that arise with an incident report delivered to the Executive Director immediately following the incident.
6. **Use of protective masks (NEW UPDATE AS OF MAY 18, 2021)**
 - a. Protective masks are now optional for all volunteers, crew leaders and employees, per CDC recommendations.
 - i. If the CDC advises that face masks should be worn again, due to a rise in positive cases in our community, LAHFH reserves the right to reevaluate our mask policy at any time.
 - b. A volunteer group or any individual may wear a mask at any time for any reason and masks are still strongly recommended for people who are not vaccinated.
 - c. We will encourage those who wish to wear a mask to wear one and other staff and volunteers will mask up in their presence, should the person wearing the mask request it. (Masks are not provided, please plan ahead.)
 - i. If someone requests the use of masks, they must be worn covering both the mouth and nose when you are working within 6 feet of another person.
 - ii. Due to the heat and discomfort created by wearing a mask, it's permissible to slide your mask down around your neck when you're working alone or you're not within 6 feet of another person when working outdoors and slide it back up when you come closer than 6 feet.

PPE and Supplies:

1. LAHFH will provide hand washing stations and hand sanitizer at the job site and PPE supplies to include bleach, sanitizer, cleaners, disinfecting wipes, and gloves; masks are not provided.
 - a. Sanitizer will be made available; typically at the porta-potty locations.

Operational Requirements:

2. Mask wearing is outlined above.
3. Frequently use hand sanitizer when soap and water are not available.
4. Use non-contact greetings.
5. Follow all CDC guidelines for personal protection.
6. Keep 6 feet distance between all persons to the greatest extent possible.
7. Maintain regular sanitizing of shared tools such as hammers, saws, drivers/drills and similar tools.
8. **WATER:** We recommend that each person on site provide their own water for the day.
9. **FOOD:** When groups come to the site for the full day, the group leader is responsible for providing an individually boxed meal for everyone on the job site that day. If a group provides a potluck style meal, they must arrange for a designated server (wear gloves and mask) to serve each person on site. This will minimize the spread of infectious disease during meal time.
 - a. Groups working only in the morning should plan to eat lunch after leaving the site and groups working only in the afternoon should plan to eat lunch before they arrive.
10. Crew Leaders, Staff and Volunteers will only be on site if they are:
 - a. Healthy. A person should not volunteer for the day if they are in anyway not feeling well.
 - b. Not self quarantined due to possible health (virus) exposures.
11. General work guidance:
 - a. Do not be on a crew or site if in any way you are personally uncomfortable with the precautions or any other issue. Let the site supervisor know of those concerns.
 - b. Attend daily volunteer briefing at start time (typically 8:00am, please do not be late)
 - c. Provide your own personal tools (screw driver, hammer, small power tools, etc). Do not share personal tools. If you do not have the needed tool have someone else do the task.
 - d. Trailer access is limited to Construction Manager and Site Supervisor only; crew leaders and volunteers are not allowed in the build trailer. Crew leaders and volunteers are not allowed to store their personal tools/clothing/ food (items) in the build trailers. Tools and needed supplies will be placed outside the trailer door before the work day starts.
 - e. Larger power tools (miter saw, table saw, trailer available tools, etc.) are to be wiped regularly. After use they are not to be put back in the trailer but put in a tub for end of day cleaning. Each crew member is to either clean what they used or help with end of day cleaning so that tools can be placed back in trailer.
 - f. Wear personally provided gloves at all times (your gloves).
 - g. Wear safety glasses always.
 - h. When use of a hard hat is required, wear only your own hard hat.
 - i. Recommendation to wipe personal tools and equipment at least daily if used on site.
 - j. Wash hands with soap and water (especially if your hands are visibly dirty) for at least 20 seconds.
 - k. Always wash your hands after using the restroom, before eating/drinking, and after coughing, sneezing or blowing your nose. If you are to sneeze or cough do so into your elbow.
 - l. Avoid touching your eyes, nose or mouth with unwashed hands.
 - m. Try to stay away (6 feet or more) from others. Don't shake hands (touch).
 - n. Consider bringing your own alcohol based hand sanitizer and using it often.
 - o. Avoid contact with other people, especially those that might be ill/infected.

Implementation: Partial or Full Site Closure

1. Full and partial site closure will be determined by the Executive Director in communication with the Construction Manager.
2. Full site closure will occur when the Affiliate is no longer able to provide a safe work environment for volunteers and employees.
3. Partial site closure includes specific rules surrounding who can be on site, what they can do, and the conditions that must be met for them to work safely.
4. Determining if it is safe to allow partial work: Evaluate specific risks and necessary conditions. For example, during this public health event, are hand-washing facilities available?
5. Preparing for partial closure work:
 - a. Ensure critical supplies remain available. For example first-aid kit, fire extinguishers, drinking water, bathroom facilities, hand sanitation capabilities.
 - b. Continually inspect for the on-site availability of these necessary supplies. Take into account any supply chain issues that might be caused by the specific event, and make plans to obtain replacements as necessary.
 - c. Determine if conditions allow for normal operations to continue on partially closed sites or if special projects could be undertaken instead. For example: Certain tasks (such as standing trusses) need more people in order to be done safely or efficiently.
 - d. Examples of partial site closure work:
 - i. Preparation for normal site work to resume (such as layout, pre-cutting, etc.).
 - ii. Inventory all tools and equipment and inspect them for safe working condition.
 - iii. Organize on-site tool storage, material storage and waste/recycling storage.
 - iv. Document applicable on-site practices and components to support written standard operating procedures and construction training resources.
 - v. Host on-site training for staff members, available volunteers and current or prospective volunteers

All LAHFH employees, Partner Families, and Crew Leaders have agreed to follow the aforementioned COVID-19 Build Site Operations & Safety Protocol.