



CONSTRUCTION/LANDSCAPING/UPCYCLE

HFHE Safety Protocols for Volunteering during COVID-19

A COPY OF THIS DOCUMENT SHALL REMAIN POSTED FOR REFERENCE PURPOSES

Volunteers, thank you for your willingness to volunteer during these complex and challenging times. The health and safety of HFHE employees and volunteers is our top priority. HFHE provides hand sanitizer, supplies and other Personal Protective Equipment to ensure our employees and volunteers are safe. With this in mind, we ask that you read through this document and understand its contents to ensure a safe and healthy environment.

The COVID-19 pandemic has necessitated changes to routines and practices to keep volunteers, customers and staff safe and healthy during volunteering. The following are general guidelines to be adhered to before, during and after volunteering.

Before every volunteer shift :

1. We need all staff and volunteers to self-assess their health daily, prior to entering the workplace. The following need to be self-assessed and affirmed daily:

- I am feeling healthy overall today.
- I do not currently have any symptoms of COVID-19 (fever, chills, cough, sore throat, muscle aches, severe exhaustion/weakness or shortness of breath.)
- I have not had a fever of 38°C / 100.4°F or greater within the past 72 hours.
- I agree to respect social distancing while on site today.

During the previous 14 days I have not:

- been advised to self-isolate or quarantine by a doctor or health authority
- traveled outside of the country
- had contact with a COVID-19 case

I cannot think of any reason I should not be allowed access to the site today.

Anyone with symptoms such as cough, fever, shortness of breath, runny nose, or sore throat symptoms are to complete the AHS [self-assessment](#) and get tested for COVID-19.

2. In preparation for volunteering:

- Bring a personal bottle of hand sanitizer.
- It is recommended that all volunteers use a cloth or disposable mask, and care should be taken to keep these masks clean and contaminant free when not in use.
- Bring a personal supply of food/drink, if needed, to avoid sharing dishes and food with others. HFHE will continue to provide single portion, individually wrapped frozen lunches for volunteers who would like to partake at sites that can accommodate a freezer.

In preparation for volunteering (cont):

- Management holds a mandatory safety toolbox meeting/orientation at the start of every shift that volunteers are required to attend.
- Please bring your own work gloves. We are not recommending latex gloves, but rather frequent washing of hands.

During your volunteer shift:

All workers have a responsibility to help prevent the spread in the workplace. Take steps to protect yourself and others:

- Maintain social distance (6 ft) separation at all times
- Practice good hygiene: wash hands often for at least 20 seconds, cover coughs and sneezes, and avoid touching face
- Do not touch your face
- Inform your supervisor immediately if you have any of the symptoms: cough, fever, shortness of breath, runny nose or sore throat
- Inform your supervisor immediately if you have been in contact with someone that has confirmed to be COVID-19 positive
- Self-isolate for the legally-required 14 days if you have any symptoms that are not related to a pre-existing illness or medical condition
- Pause/yield to ensure passage of others
- All work in warehouse/receiving must be done with distancing.
- Masks are recommended

After your volunteer shift:

- Inform the site supervisor when departing your volunteer session of the effectiveness of the measures in place and where change is necessary.
- If you need to talk about something that occurred during your shift, please approach the site supervisor or the Volunteer Engagement team at HFH Edmonton for support.
- Take care to rest and refresh.
- If you are not feeling well a few days after volunteering with us please follow your local public health protocols. Update Habitat that you are not feeling well so that appropriate safe guards can be taken.

COVID Protocol for Construction, Landscaping, and Upcycling sites

- a. Volunteers bring PPE wherever possible: CSA approved footwear, (hard hat for build). Arrangements can be made to borrow footwear and hard hats.
- b. Volunteers must bring their own food and 2 litres of water, mask, work gloves, and safety glasses.
- c. The worksites are segregated into zones. The worksite is rearranged to reduce high-traffic areas and allow for minimum physical distancing. This includes volunteer registration areas, PPE supplies, materials and storage.
 - Construction sites: When possible volunteers will be assigned to zones such as specific floors or tasks.

- Landscaping site: segregated into tasks and area of the site.
- Upcycling workshop: a limit of one volunteer will work at their own table for the day
- d. Eating is restricted to clearly identified seating arrangements that are measured to maintain minimum social distancing. The eating area is supported with hand washing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- e. Eating areas will be managed in shifts to control numbers and to maintain physical distancing when necessary. People eat outdoors where possible vs our site trailers.
- f. There is a maximum number of people allowed in facilities like washrooms, trailers, work areas, and eating areas at once to allow for the recommended minimum physical distancing. Maximum numbers will be based on space to accommodate social distancing.
- g. One-way staircases are established in the prefab shop and wherever practical in our homes to minimize worker and volunteer contact.
- h. Alternate arrangements are made as necessary to ensure workers and volunteers avoid breaking the minimum physical distance with others for prolonged periods. When this is not feasible, plans are made to minimize the duration of the task. For any work that ultimately must be done in close-proximity, a procedure is formalized outlining the required PPE and all steps to be taken to minimize risk.
- i. Where work is done in crews, the work is planned to minimize or eliminate the crossover of workers between crews. Crew leaders must be educated in these procedures when social distancing cannot always be maintained. The crew leaders are then responsible to ensure team members are complying with these procedures at all times.
- j. Work schedules are adjusted daily to provide time for proper cleaning and disinfecting

As the COVID-19 pandemic is a rapidly evolving situation, HFH Edmonton and its managers are responding to changes regularly in order to deliver a safe and positive environment and experience for our valued staff, volunteers, donors, and customers. The site manager will keep you informed of any updates to policies or procedures not yet included in this document.

I agree to abide by the practices and protocols outlined in this document and the on-site orientation that I will receive to maintain focus on personal health and safety amid the current challenges of COVID-19. I understand that individuals who are at increased risk of serious illness (due to age, pregnancy, or other medical condition) are not recommended to be on site.

Signed: _____ Date: _____

Print name: _____