

COVID-19 Safety Policy

Updated 8/11/21

No person(s) (Staff, client, volunteer, donor, etc.) may visit any HFHLCA property (including worksites, office, and ReStore) who, within the last 3 days, has experienced any of the following symptoms **personally, or within their household:**

- Fever
- Persistent Cough
- Shortness of Breath

If you are experiencing any of these symptoms, stay at home regardless of whether you have tested positive for COVID-19 or are unable to be tested.

Additionally:

- Starting August 18, 2021, until further notice, masks will be required by all Habitat staff and volunteers while in the ReStore and offices.
- All visitors to the ReStore and offices will be encouraged to wear a mask.
- All unvaccinated construction volunteers will be required to wear a mask while working indoors on any job site.
- Any combination of symptoms or circumstances that may lead you to believe you may have been exposed to, or may be infected by, the COVID-19 virus.
- If you have any questions, or if you would like any clarification on what meets the above criteria, please contact your supervisor before your arrival.

Stay Safe at Work – Best practices for those working on or visiting any HFHLCA property:

- Wash hands with soap regularly for at least 20 seconds
- Minimize contact with common surfaces as much as possible (door handles, etc.)
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover all coughs and sneezes with your elbow
- Those who experience any of the “Stay at Home” symptoms while working at any HFHLCA location, should stop work immediately and return home.

If Symptoms Appear while on the job or After Work

- Immediately return home and contact your health care provider as appropriate.
- Notify your supervisor that you are experiencing symptoms. Your health status will remain confidential and your supervisor can inform you of next steps.
- Minimize contact with common surfaces as much as possible (door handles, etc.).
- If available, immediately put on a mask or face covering to protect those around you.
- You will be asked by your supervisor which co-workers you have been in close contact with in the past two weeks. Close contact is defined by the CDC as “a person that has been within six feet of the infected employee for a prolonged period of time”.
- Your supervisor will alert those who were in close contact, keeping your health status confidential. “Someone in our workplace has tested positive for COVID -19 or is experiencing symptoms consistent with COVID-19 and they have identified you as a close contact according to the CDC definition”

Exposure and Confirmed Illness

Employees who test positive for COVID-19 or believe they have been infected are instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive will not be allowed to return to work until the conditions outlined below are met:

Return to Work Requirements	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested positive for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time, • Coughs and other symptoms have improved, and • Seven days have passed since they first experienced symptoms. 	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 24 hours, • Coughs and other symptoms have improved, and • They have received a negative COVID 19 test.

Thank you for help in promoting a safe workplace for all!

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