



HFHD Plan for COVID-19 Exposure Prevention, Preparedness, and Response

In effect until further notice, and subject to updates

Introduction

Habitat for Humanity Detroit (HFHD) takes the health and safety of our employees and volunteers very seriously. With the spread of the coronavirus or "COVID-19," HFHD must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout our offices and jobsites. HFHD is asking every one of our employees and volunteers to help with our prevention efforts.

Return to Work Requirements

Below is a brief summary of procedures that must be implemented as we return to work:

- Face masks must be worn when in the presence of other people.
- Where appropriate, proper gloves and other PPE must be worn.
- Office space to be disinfected at least once a week, common areas (rest rooms, kitchen, conference room) on a daily basis.
- Entrance into HFHD's facilities for vendors and visitors are by appointment only.

Job Site Protective Measures

HFHD has instituted the following protective measures at our all jobsites:

General Safety Policies and Rules

- Entry to HFHD for visitors and volunteers will be through the side parking lot pedestrian door only. On jobsite homes, through the front door only. At these entry points, the following health screening questionnaire will be asked to be completed before being allowed on site:
 - **Have you been confirmed positive for COVID-19?**
 - **Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?**
 - **Are you currently experiencing, or recently experienced diarrhea, nausea, or reduced smell and taste?**
 - **Have you been in close contact with any persons who has been confirmed positive for COVID-19?**
 - **Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?**
 - **Any employee, volunteer, or visitor showing symptoms of COVID-19 or answering "yes" to any of the above questions will be asked to leave the jobsite and return home.**
- In the event that access to running water for hand washing may be impracticable HFHD will provide, if available, alcohol-based hand sanitizers and/or wipes. You are encouraged to bring your own hand sanitizers and wipes if possible.

- Employees and volunteers should limit the use of co-worker's tools and equipment. To the extent tools must be shared, HFHD will provide alcohol-based wipes to clean tools before and after use. Use caution when cleaning tools and equipment, and if needed, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees and volunteers are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time. See Face Masks in the PPE section for additional information.
- HFHD will divide crews/staff into separate groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- Employees and volunteers are encouraged to minimize ride-sharing. If required, direction will be provided by HFHD on where to park additional personal vehicles that will be expected on the job-site.
- In lieu of using a common source of drinking water, such as a cooler, employees and volunteers should use individual water bottles, to be provided by HFHD.

Workers entering Occupied Building and Homes

Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.

- During this work, employees and volunteers must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. HFHD will provide alcohol-based wipes for this purpose.
- Employees and volunteers should ask other occupants to keep a personal distance of six (6) feet at a minimum.
- Workers should wash or sanitize hands immediately before starting and after completing the work.
- The number of visitors to the job site will be limited to only those necessary for the work.
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

Social Distancing, also called Physical Distancing

The Centers for Disease Control (CDC) has identified social distancing as a key tool to prevent the spread of the virus. Social distancing is defined as being no less than six feet apart from another person. Towards that end, the following social-distancing requirements shall be put into effect:

- Employees and volunteers must avoid physical contact with others and shall direct others (coworkers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- Avoid close gathering in the office, your workspaces, and common areas like kitchens or meeting rooms.
- Avoid using other employees' or volunteers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Do not shake hands. We encourage the use of other non-contact methods of greeting.

Personal Protective Equipment (PPE) and Work Practice Controls

In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the HFHD will also provide:

- Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves. Also:
 - Gloves will be provided to team members daily and are recommended to be worn while you are opening packages, touching items that other team members will touch, etc.

- It is important to remove your gloves in a proper manner. Here is a helpful guide on proper removal of gloves: <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>
- Eye protection: Eye protection will be provided and should be worn at all times while on-site.
- Face masks:
 - We are requiring all team members to wear a mask that covers your nose and mouth or other face covering (scarf, bandana) while you are in the office or job site.
 - You will be supplied with a mask to wear during your workday. If you need a face mask, reach out to your team leader to get one for you.
 - You can supply your own mask if it is in line with the CDC's guidelines. Here are some helpful tools on how to make your own mask if you wish:
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - <https://www.youtube.com/watch?v=tPx1yqvJgf4&feature=youtu.be>
 - When putting on, wearing, and taking off your mask, it is important to do so correctly. Proper protocols are found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>.

Here are some helpful reminders:

- ✗ DON'T: Wear the mask below your nose.
- ✗ DON'T: Leave your chin exposed.
- ✗ DON'T: Wear your mask loosely with gaps on the sides.
- ✗ DON'T: Wear your mask so it covers just the tip of your nose.
- ✗ DON'T: Push your mask under your chin to rest on your neck.
- ✗ DON'T: Touch the mask while using it, or the front of the mask when you take it off.
- ✓ DO: Always wash your hands before putting on your mask and after you remove your mask.
- ✓ DO: Wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin. Do your best to tighten the loops or ties so it's snug around your face, without gaps.
- ✓ DO: Use the ties or loops to put your mask on and pull it off.

Job Site Cleaning and Disinfecting

HFHD has instituted regular housekeeping practices, which include cleaning and disinfecting rest rooms and lunchroom areas, as well as frequently used tools and equipment, where possible. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves. In addition:

- Keep dust down by using engineering and work practice controls, specifically through the use of dust collection systems. Institute a rigorous housekeeping program to reduce dust levels on the jobsite.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.

Job Site Exposure Situations

- If an employee or volunteer exhibits COVID-19 symptoms, that person must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). HFHD will similarly require an employee or volunteer who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days).
- An employee or volunteer who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees or volunteers that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees or volunteers who test positive and are directed to care for themselves at home may return to work when:
 1. At least 72 hours (3 full days) have passed since recovery; and
 2. At least seven (7) days have passed since symptoms first appeared.
 3. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. HFHD will require an employee or volunteer to provide documentation clearing his or her return to work.
- Employees or volunteers who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.
- HFHD learns that an employee has tested positive, HFHD will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, HFHD will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee.
- If applicable, the HFHD will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee or volunteer. Also:
 - If an employee or volunteer has a confirmed case of COVID19 that is considered work-related, HFHD will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

Please direct any questions to:

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