

## Central Vermont Habitat for Humanity: COVID-19 Exposure Prevention, Preparedness and Response Plan for Construction

**Central Vermont Habitat For Humanity (CVHFH)** takes the health and safety of its employees and volunteers very seriously. Faced with the spread of the novel coronavirus of 2019 (SARS-Cov-2) and its associated respiratory disease, COVID-19, we all must remain vigilant in mitigating the risks associated with this pandemic. Pursuant to Governor Scott's Executive Order 01-20 with Addendums, CVHFH recognizes and supports the conclusion that "as we move forward, businesses, governments and employees and volunteers must understand that how they work is essential to resuming and maintaining business operations, to stay safe and save lives." We are committed to protecting the health and safety of our volunteers, staff, and workplaces during these unprecedented times. This document outlines the mandatory health and safety requirements that will be included in the CVHFH construction operations until COVID-19 is no longer a threat.

This plan is based on currently available information from OSHA and is subject to change based on further information provided by the CDC, OSHA and other public officials. **CVHFH** may also amend this plan based on operational needs. We have also identified a team to monitor available Occupational Safety and Health Administration, or OSHA, VT Department of Health and the U.S. Centers for Disease Control and Prevention, or CDC, guidance on the virus. We will comply with all guidelines and directives issued by federal, state, and local authorities

### I. Responsibilities of managers and supervisors

All managers and supervisors must be familiar with this plan and be ready to answer questions from employees and volunteers. Managers and supervisors must set a good example by following this plan at all times. This involves practicing good personal hygiene and job site safety practices to prevent the spread of the virus. Managers and supervisors must support this same behavior from all employees and volunteers. Additionally, managers and supervisors should encourage employees and volunteers to self-identify if they believe they are at higher risk for severe illness from COVID-19, without making unnecessary medical inquiries. Managers and supervisors should make every effort to reduce employees' and volunteers' risk of exposure while making sure to comply with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations.

### II. Responsibilities of employees and volunteers

We are asking every one of our employees and volunteers to help with our exposure prevention efforts while at work. In order to minimize the spread of COVID-19 at our job sites, we all must play our part. As set forth below, **CVHFH** has instituted various housekeeping, physical distancing and other best practices at our job sites. All employees and volunteers must follow these best practices. In addition, employees and volunteers are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact **site supervisor, Bruce Landry, 802-793-9400**.

**CVHFH** has adopted each of the following control measures based on preventative guidance issued by OSHA, and expects all employees and volunteers to adhere to them, regardless of exposure risk:

- Stay home if you are sick.
- Self-monitor for signs and symptoms of COVID-19 if you suspect possible exposure.
- **Before** reporting to the work site, employees and volunteers must
  - Register for work assignments through the CVHFH on-line portal
  - Read the VOSHA on-line training document **Protecting the Safety and Health of Workers Coronavirus Disease 2019 (COVID-19)** print and submit the Certificate of Completion at the jobsite.
  - Read the **CVHFH COVID-19 Exposure Prevention, Preparedness and Response Plan for Construction**
  - and sign a **Waiver and Release Due to Risk of COVID-19** (Release forms will be available at the jobsite).
- In order to participate in the work shift, workers and volunteers will need to certify the following:
  - Have not traveled to an area with a known local or interstate spread of COVID-19 in the past 14 days.
  - Worker or volunteer and family members have not come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID – 19 diagnosis in the past 14 days..
  - Have not had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing, or chills, muscle pain, sore throat, new loss of taste or smell in the past 14 days.
  - Is not currently experiencing a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing or chills, muscle pain, sore throat, new loss of taste or smell.
- Wear a mask or other facial covering over nose and mouth at all times inside the building and when social distancing is not possible outside the building.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Wash hands or use hand sanitizer after sneezing or coughing.
- Practice physical distancing (6 feet of separation from others) at all times unless engaging in a task as directed by a Site Supervisor that requires distancing of less than 6 feet, in which case additional control measures may be required.
- Avoid congregating in common areas (examples: avoid multiple people or teams working on different tasks in the same room at the same time, take breaks and socialize outdoors).
- For much of the build, soap and water will not be available on-site. Workers and volunteers are encouraged to make frequent use of hand sanitizer with at least 60% alcohol. When soap and running water are available, wash hands for at least 20 seconds
- Report any safety or health concerns to the Site Supervisor.
- Individual workers and volunteers should provide their own food and drinks. CVHFH will provide bottled water and canned drinks.
- Do not use other workers' phones or share work tools and equipment without sanitizing between users.

- Regularly clean and disinfect common surfaces such as plan tables, tools and equipment, and other elements of the work environment throughout the work day.
- At the end of the shift, return all tools and PPE (hard hats, safety glasses, etc.) to a designated central location for sanitizing.
- Use Environmental Protection Agency-approved cleaning chemicals with label claims against coronavirus whenever possible.
- Follow the manufacturer's instructions for proper use of all cleaning and disinfection products.

If you develop a fever and/or symptoms of respiratory illness, such as cough or shortness of breath or loss of taste or smell, DO NOT REPORT FOR WORK; call your health care provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your health care provider right away.

### III. Guidance for volunteers

From an exposure risk perspective, anyone who is not an employee is considered the general public. Considering volunteers as members of the general public, CVHFH recognizes OSHA's recommendation that exposure to the general public be limited as it increases occupational exposure risk for our employees and volunteers. We are also very mindful of the increased risk this poses to individuals at higher risk of serious illness from COVID-19 as defined by the CDC. CVHFH is taking the following steps to protect both volunteers and employees and volunteers while reactivating volunteer operations:

- Establish and continue communication with state and local authorities to determine current mitigation levels in our community and will amend this guidance as necessary.
- Designate a health officer on-site at every shift responsible for ensuring compliance with the CVHFH COVID-19 Construction Protocol.
- Volunteers at higher risk of serious illness from COVID-19 are encouraged to self-identify and may have the opportunity to engage in remote volunteering as available or tasks that minimize their contact with employees and other volunteers, if agreed to by the volunteer.
- Job site volunteer numbers will be required to register for work assignments at the CVHFH on-line portal and limit the number of volunteers to 6 per shift to ensure strict compliance with COVID-19 physical distancing practices.
- All individuals will be required to use face coverings on reactivated job sites with volunteers.
- Volunteers are required to sign CVHFH's volunteer waiver and to sign in and out before entering and leaving job sites.
- Post signs at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness and that new arrivals must wear a mask inside and need to contact the health officer.
- Prior to the commencement of each work shift, all employees shall complete a health survey either in-person at the worksite or prior to arriving at the worksite. This screening survey shall require an employee to verify they have no symptoms of COVID-19 before they enter the workplace. When contactless thermometers become available, a temperature check by the CVHFH health officer will be conducted at the worksite.
- Prior to the commencement of each work shift, CVHFH will provide a COVID-19 training to ensure that volunteers understand and are willing to comply with the OSHA/CDC Guidance To Protect Workers and the CVHFH COVID-19 Construction Protocol.
- Provide face masks to any volunteer who needs one.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet, where possible. Provide specific social distancing guidance relevant to the work shift tasks. provide alcohol-based hand rubs containing at least 60 percent alcohol.
- Provide hand sanitizers at building entrances and portable jobsite toilet.
- Clean and disinfect portable jobsite toilet regularly. Hand sanitizer dispensers will be filled regularly. Frequently touched items (i.e., door pulls and toilet seats) will be disinfected.
- Shared tools and equipment will be cleaned with alcohol-based wipes at the end of each work shift.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible. Use social distancing practices during any meeting including breaks and lunch.
- When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
- Ensure a safe process to receive supplies and deliveries.

### IV. Guidance for Job Site Visitors

The number of visitors to the job site, including the trailer or office, will be limited to those necessary for the work. All visitors will be screened before arriving on the job site, whether by visual assessment, questionnaire or temperature screening, in accordance with applicable state and local requirements. CVHFH may determine that taking visitor temperatures at work sites is appropriate and may restrict access based on temperature readings. As an alternative to taking temperatures at the work site, CVHFH may request visitors take their own temperatures before coming to the work site. (See Appendix A for more information.) Site deliveries will be permitted but should be properly coordinated in line with [Central Vermont Habitat for Humanity](#):

I have read this document in its entirety, completed the online VOSHA Training Protecting the Safety and Health of Workers and submitted my Certificate of completion, and submitted my signed Waiver and Release Due to Risk of COVID-19.

\_\_\_\_\_  
Printed Name of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer

Amended and Adopted by the CVHFH Board of Directors on October 21, 2020