

COVID-19 + Rebuild Upstate

Volunteer Policies and Procedures

Thank you for volunteering with Rebuild Upstate. The following safety measures are designed to safeguard our homeowners, volunteers, and staff.

Direct questions to Abby Watson, Community Engagement Specialist, abby@rebuildupstate.org.

Logistics

- No more than 10 persons are to be on-site at any given time. Short-term visitors to a site may include Rebuild Upstate staff members or food delivery. These visits will be pre-approved, brief, and purposeful.
- Volunteers must be at least 13 years of age to serve on-site.
- All volunteers must complete two release forms (Rebuild Upstate general + COVID-19 specific) in order to serve on-site. The general release form will be provided by Rebuild Upstate staff prior to the build day or on the build day; all COVID-19 forms must be completed on-site on the day of the build.
- Volunteers in the following situations will be asked not to participate in the build day:
 - Any participant who feels sick within 14 days prior to the scheduled build day. Symptoms to watch include fatigue, cough, fever, shortness of breath.
 - Any participant who has experienced a fever in the prior 72 hours
 - Any participant with known exposure to someone who has been diagnosed with COVID-19
 - Any participant who has traveled out of state in the 14 days prior to build day

Personal Protective Equipment for Each Volunteer

- Face coverings are required for all volunteers.
 - We encourage volunteers to bring their own face-covering/mask. *If volunteers need a mask, please inform the Rebuild Upstate staff prior to the build day.*
 - N95 Respirators are reserved for projects that include lead paint, asbestos, and mold.
- Gloves are available, but not required. Hand washing and hand sanitizer are preferable.
- Safety glasses are available for volunteers. Please follow the tool sanitary guidelines below.
- Temperature checks will not be done on worksites.

On-Site

When you have questions about safety, please speak with your Site Leader and/or Group Coordinator. You may also consult signs in the trailer noting proper procedures.

- A water source, soap, and paper towels will be available for handwashing. Hand sanitizer will also be available, but hand washing is preferred.
- *Homeowner bathrooms will not be available for volunteer use.* Convenience stores or other lower-traffic establishments are preferred to grocery stores and large shopping venues. Rebuild Upstate staff will do their best to identify options for this prior to the build day.
- Social distancing of 6 ft should be maintained as much as possible throughout the day (both while working and during breaks/meals). An exception shall be made for “1-minute” tasks where two participants may need to be in close proximity for safety purposes (i.e. one participant holding a board while the other participant operates a saw).
- Do not share food and water.
- Do not shake hands or bump elbows with one another.

Sanitizing Workspace & Tool Safety Guidelines

- 1 tool/1 person policy
 - To reduce cross-contamination of tools, please use the same tool all day long. When finished with the tool, please place the tool on the tarp to be sanitized.
- Tool Sanitizing Procedures
 - Tools will be placed on a tarp after they've been used and will be sanitized at the end of the day. Tools will be sprayed with an alcohol-based solution and left to air dry for at least 5 minutes.
 - Do not return any tool to the trailer without sanitizing it.
 - Each volunteer team will clean tools at the end of the day before returning to the tool trailer.
- Hand Washing or Sanitizing Required, but not limited to:
 - Before and after signing paperwork
 - Before and after grabbing a drink from the water cooler. You should take a water break every couple of hours at minimum.
 - Before and after eating lunch
 - Please use best judgment. If you feel like you should wash or sanitize your hands, please do so.

BASIC COVID-19 SAFETY RULES FOR REBUILD UPSTATE WORKSITES

- **1 Tool / 1 Person**
Each tool gets a person; it sticks with that same person all day. No sharing.
- **6 Feet Apart Except for 1 Minute Tasks**
Maintain a 6-foot distance from other participants, with an exception for tasks taking 1 minute or less where distancing compromises safety.
- **10 People Max**
No more than 10 people are permitted on a worksite at any time.
- **Protect Homeowners**
Homeowners will remain distant (10-foot minimum) at all times; do not approach a homeowner or resident closer than this.
- **No Face Touching**
Do not touch your face for any reason without washing your hands first. Let it itch. You'll live.
- **Wash, Rinse, Repeat.**
Wash your hands or use sanitizer every time you take a break.
- **No Mask, No Volunteering**
Masks must be worn at all times on the worksite, with the exception of removal for eating or drinking while 6 feet apart.
- **Clean Tools Keep us Healthy**
Place all used tools on the tarp to be sanitized. At the end of the shift/day, spray all tools with the alcohol spray bottle and let sit for 5 minutes. Then put tools back into the trailer.