

BUILD DAY PLANNING TOOLKIT

WELCOME! This packet will help you and your team prepare for a successful build day and set expectations for working with your homeowner.

PRE-BUILD DAY

- Recruit up to nine volunteers
- Schedule an orientation (optional)
in-person and virtual available
- Send your team registration email with build day details
2 weeks prior to build
- Encourage your team to follow volunteer health guidelines
Within 14 days and 72 hours of build
- Send your team a build day reminder
1 week prior to build

POST-BUILD DAY

- Follow-up call with staff
- Send staff any photos to share
- Complete volunteer survey
- Follow along on social media and newsletters for homeowner updates



BUILD DAY

8:00 a.m.

Arrive

8:05 a.m.

Safety huddle, mission moment, & tool trailer orientation

8:15 a.m.

Site leader assigns roles & work begins

12:00 p.m.

Break for lunch

4:30 p.m.

Site clean up & project completion

5:00 p.m.

Dismissed from a job well done!

COVID-19 Safety & Logistics



The following safety measures should be implemented **prior** to your build day. These measures are designed to safeguard our homeowners, volunteers, and staff.

BUILDING YOUR TEAM

- Recruit 9 volunteers max
- Volunteers must be 13 years+

PRE-BUILD DAY

- Source masks for your team
- Inform Rebuild Upstate of your safe lunch plan. Will you have food delivered or will volunteers bring their own?
- Encourage team to review all resources provided by Rebuild Upstate. Videos and docs are for the safety of all.

VOLUNTEER LIMITATIONS

- Feeling sick within 14 days prior (fatigue, cough, fever, shortness of breath)
- Fever within 72 hours of build day
- Known exposure to someone who has been diagnosed with COVID-19
- Traveled out of state within the 14 days prior to build day

REBUILD UPSTATE IS HERE TO SUPPORT YOU



Rebuild Upstate will provide off-site bathroom options 2 weeks prior.

COVID-19 SITE SAFETY



10 People On-Site Maximum

Any person adding to this number must be pre-approved and on-site for a brief and purposeful visit.



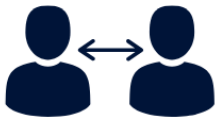
No Mask, No Volunteering

Face covering required to volunteer.
Gloves are available if requested.



Wash. Rinse. Repeat.

Wash hands frequently with soap and water for 20 seconds. Hand sanitizer also available.



6 Feet Apart

Practice social distancing (working and at breaks) with the exception of 1-minute tasks.



1 Person | 1 Tool

Each tool belongs to one person all day. No sharing. If you are done with a tool, it must be sanitized.



Protect Homeowners

Remain distant (10 feet 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 and before touching anything else.



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.