



## 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](mailto: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 temperature of 100.4 degrees or higher in the prior 72 hours.
  - Any participant with known exposure to someone who has been diagnosed with COVID-19 in the past 14 days.
  - Any participant who has traveled to a known hot spot in the 14 days prior to build day.

#### **Personal Protective Equipment for Each Volunteer**

- Face coverings/masks are required for all volunteers.
  - Volunteers are encouraged to bring their own face-covering/mask. *If volunteers need a mask, please inform the Rebuild Upstate staff prior to the build day.*
  - Face coverings/masks must cover both the nose and the mouth.
  - 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.* When available and convenient, Rebuild Upstate staff will identify offsite bathroom options prior to the build day. Port-o-potties will be provided at remote worksites where funding is available.
- Face coverings/masks must cover both nose and mouth.
- Social distancing of 6 ft should be maintained as much as possible throughout the day (both while working and during breaks/meals).
- Do not share food and water.
- Do not shake hands or touch other volunteers.

## **Sanitizing Workspace & Tool Safety Guidelines**

- Sanitize a Tool After Using it. Every Time.
  - Each tool gets sanitized after you use it; breaks excluded if you keep the tool with you. Do not share a tool without sanitizing it first. Only select tools from the trailer or sanitizing tarp.
- Tool Sanitizing Procedures
  - Tools will be placed on a tarp after they've been used. Tools will be sprayed with an alcohol-based solution and left to air dry for at least 5 minutes. Stickers are available to identify tools if so chosen.
  - 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 a 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

- **Sanitize a Tool After Using it. Every Time.**  
Each tool gets sanitized after you use it; breaks excluded if you keep the tool with you. Do not share a tool without sanitizing it first. Only select tools from the trailer or tarp.
- **6 Feet Apart Except for 1 Minute Tasks**  
Maintain a 6-foot distance from other participants as much as possible (including breaks).
- **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 covering the mouth and nose 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.