

June 24, 2020
Auburn Opelika Habitat for Humanity
RE-OPENING PROTOCOL **UPDATED*******

AGENCY-WIDE

Overall Philosophy: Auburn Opelika Habitat currently plans to be back on the build site with volunteers starting Saturday, May 30 with updated protocols in place. The office will also re-open on May 11.

In re-opening, all CDC guidelines including hand-washing and social distancing will continue to be followed, additional safety precautions will be incorporated into each component of our business, and visitor entry into the office areas will be on a limited, as-needed basis. Any employee or other person engaging with Habitat such as a volunteer or contractor who feels ill or has a fever should stay home and should follow standard absence notification procedures. Habitat will provide a face covering to each employee, at which time the face covering becomes the property and responsibility of the employee to have it when needed and to maintain its cleanliness. Signage will help provide reminders of the requirements for face coverings, social distancing and other guidelines to staff and visitors.

OFFICES

• **Offices reopen**

- Office staff return to work in the offices May 11

• **Safety Protocols:**

- Minimum social distancing of 6 feet maintained
- All office entry doors will remain locked throughout the day until further notice
- The Front Office Coordinator will have access to a portable phone, which will be used only by that individual unless it has been wiped down prior to its use by someone else such as the lunch relief
- Access to the building beyond Habitat employees will be limited. Signage on the front door will direct visitors to call the main phone number for assistance
- Habitat conference rooms or other spaces will not be available to outside entities for meetings or training sessions until further notice
- Any visitor admitted to the office building will be required to wear a face covering while in the building
- Current homeowners, future homeowners, sponsors and volunteers will be asked to communicate with Habitat staff by phone when possible
- Face coverings to be worn by all employees unless in an enclosed office or a vehicle alone, or in the breakroom while eating lunch while adhering to social distancing minimum of 6 feet. Employees must have their face coverings on prior

to entering the office building.

- In-person meetings between two or more employees must adhere to the minimum social distancing requirements.
- Any shared space such as a conference room must be wiped down by the meeting “driver” immediately upon termination of the meeting.
- All counters, breakroom tables, refrigerator handles, restrooms, light switches, copy and mail machines and door handles will be wiped down daily by the individual(s) assigned to Copy/Breakroom duty that day, as well as immediately after use by anyone using these shared spaces.
- All Board, Advisory Council, Committee Meetings and All-Staff Meetings will begin after May adhering to social distancing minimums of 6 feet.

HOMEOWNER SERVICES

- **Services continuing, with homeowner services staff returning to work in the offices May 11**

- **Safety Protocols:**

- Office safety protocols followed while in the office; build site protocols followed while on the build site
- Conversations with current homeowners, future homeowners, and homeownership applicants will be by telephone when possible. If this is not practical, an in-person meeting can take place in a space that allows for adherence to 6 feet social distancing; participants will wear face coverings
- Homeownership classes for those already in the training program will be virtual if possible and practical. Classes for which this is not feasible will be held in person in a space allowing for adherence to 6 feet social distancing; all participants will wear face coverings
- Applicant home visits will be virtual, incorporating the use of FaceTime or other technology
- Future homeowner walk-throughs will be conducted in person with no more than two representatives of the family (including an interpreter) and one representative of Construction in attendance; 6 foot social distancing will be followed and all participants will wear face coverings.
- Information meetings for future homeowners will be virtual, with enhanced technology/video content incorporated as it becomes available. Those needing special accommodations which require attending a meeting in person will be accommodated if possible; participants will be required to wear face coverings and adhere to 6 foot social distancing.

BUILD SITE

- **Volunteer Builds Resume:**

- Volunteer builds will resume by May 30.

- **Safety Protocols:**

- Minimum social distancing of 6 feet maintained
- Face coverings to be worn by all employees, volunteers, and contractors unless working alone or in a location or vehicle separated from others or while eating or drinking while

adhering to social distancing requirements

- Work gloves, safety glasses and hard hats provided to each individual will be for that individual's use only, with returning volunteers, and staff asked to bring these items and their face coverings to the site on each subsequent build day
- Port-o-lets cleaned daily
- Hand washing stations and hand sanitizer available in easily accessible locations throughout

the volunteer build site

- Food and beverages required to be in individually wrapped/contained servings, with no self-serve options for food or beverages available; sponsors/volunteer groups to designate 1-2 of their participants to be servers, with those individuals following CDC protocols for social distancing and hand sanitization
- Build Site photography processes will be modified
- House dedication ceremonies will be modified