

Construction: Post Stay at Home Order Objectives

Last Update: 4/21/2020

- 1. Objective: Continued safe practices instituted during limited operations**
 - a. Cleaning practices of tools, hard hats, trailer as outlined in COVID 19 procedures
 - b. Continued use of sanitation products (hand sanitizer, Clorox wipes, Lysol spray disinfectant – **note:** current stock should last through end of May)
 - c. Everyone must wear a mask/gloves (**note:** will need to order more fabric masks)
 - d. Continue social distancing via multiple task assignments over multiple address

- 2. Objective: Expand our operations by introducing new procedures**
 - a. Institute updated screening document to include asking direct COVID-19 exposure question
 - b. Requirement of submission of the screening document PRIOR to volunteer day
 - c. Volunteer Coordination will review each screening document to ensure documents are properly submitted and look for any potential risk to others based on volunteer's responses.
 - d. Any volunteer whose screening document reflects a "YES" response to exposure to the virus will be asked to consider a volunteer opportunity at a later date.
 - e. Continued use of sanitation products (hand sanitizer, Clorox wipes, Lysol spray disinfectant)
 - f. Increase MAX volunteers to 15 morning/afternoon beginning 4/29 – 5/16
 - g. Introduce 1 group / week over the next 3 weeks to slowly introduce groups on site (5/1 Fairway Mortgage), 5/8 & 5/9 (Women Build), 5/16 (Thrivent)
 - h. Continue social distancing via multiple task assignments over multiple address

- 3. Objective: Effective Communication to "regular" volunteers and groups**
 - a. CERVIS will reflect sites are closed through 5/16 and all scheduling will be done by the Volunteer Coordinator manually.
 - b. Volunteer Coordinator and VISTA will contact all regular volunteers to indicate our site will increase its daily volunteer capacity and find out who has interest in returning to the site and which day(s) post 4/26 lifting of the stay at home order.
 - c. Volunteer Coordinator will create a schedule based on the feedback from our regular volunteer and review with Dir of Operations.
 - d. Volunteer Coordinator will then communicate the schedule by email.
 - e. Volunteer Coordinator and VISTA will contact the 3 groups noted in section 2 to ensure they still have interest and to communicate the procedures noted in sections 1, 2.
 - f. Volunteer Coordinator and VISTA will contact all any group that has been forced to cancel during the COVID-19 issue and indicate that we will have volunteer group openings beginning 5/20 with the goal to assign a new volunteer date.
 - g. Volunteer Coordinator will work closely with Dustin to coordinate Thrivent volunteer Saturdays that are currently unfilled.
 - h. PPHFH website should reflect that the site is expanding its operations post 5/16.
 - i. Beginning 5/20, increase MAX volunteers to 20 morning/afternoon.
 - j. Each week, Director of Operations, Exec Dir/CEO, COO will review the situation with COVID-19 to determine if other actions not outlined are needed to secure safe operations.