



Pandemic Operation Status

Habitat for Humanity Mesa County (Affiliate Office, Construction Site, and ReStore) has elected to temporarily amend certain aspects of our operations due to the Coronavirus Pandemic. Our goal is to serve the community, while protecting our employees and customers. Our daily operations will be reduced to include only paid staff and core volunteers only as needed, *and on a case-by-case basis*. As our policy changes it will be updated on our website and Facebook page.

The CDC has listed the following as symptoms of the Coronavirus:

- Mild to severe respiratory illness
- Fever
- Cough
- Difficulty breathing

An employee who has the above symptoms should notify their supervisor and stay home. A customer or team member showing any of the above signs will be asked to leave the office, ReStore or construction site.

The CDC recommends the following to prevent the spread of any respiratory disease:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue or sleeve
- Clean and disinfect frequently touched objects and surfaces using a household cleaning spray or wipe
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing
- If soap and water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.

Affiliate Office – Reduced Operations: The business office is physically closed to all but a limited number of team members. Habitat Homeowners can contact the office at 970-255-9850, ext. 206. We will not be accepting

applications at this time. Potential applicants and future homeowners can contact 970-255-9850, ext. 202.

Construction Site – Reduced Operations: Hours at the construction site continue to be Thursday, Friday and Saturday from 8:00 am to 4:00 pm. However, workers at the site will be limited to 10 individuals, including staff, future homeowners and volunteers. Social distancing will be enforced and *all at the job site will be required to wear face masks*. Tasks will be allocated so individuals can have their own work space maintaining social distance.

For the time being, lunch *will not* be provided, in order to reduce food handling. Staff, future homeowners and volunteers will bring their own lunch. Water will continue to be provided; hand-sanitizer will be on-site, as always. We will not be conducting orientation for new construction volunteers. If you have questions, you may contact Kirk Granum at 970-255-9850, ext. 202. Assistance from existing construction core volunteers is welcome. They should notify our construction foreman, Kostas Iannios, to check on tasks on hand for the week.

ReStore – Reduced Operations: ReStore hours will shift to Tuesday – Saturday, 9:00 – 6:00 pm. Donations will only be accepted Tuesday – Saturday, 9:00 – 4:00 at the ReStore. *All donations will be held for 24 hours before processing.*

We will schedule donation pick-ups on a limited basis, picking up *only from the garage or driveway*. Drivers will not enter the home. To schedule a pick up, call the ReStore at 970-263-9850, ext. 101. We will only pick-up Tuesday – Friday.

All customers will be required to wear a face mask. Without a mask, they will not be allowed to enter.

To maintain social distancing at the ReStore, we will limit the number of customers to **25 at a time**. To manage this restriction, the associates at the ReStore will mark a queue at a single-entry door (West entrance) to direct arriving customers there, where they will be admitted and counted. Associates and signage will remind customers of the importance of social distancing while they're waiting to enter a store.

Once a store reaches its capacity, customers will be admitted inside on a "1-out-1-in" basis. While we want our customers to feel welcome at the ReStore, we also have a responsibility to prioritize the health and safety of our customers and employees. We ask that our customers shop for what they

need, check-out and return to their home. *With limited occupancy, it is vital that customers to not linger unnecessarily.*

Shopping Inside the Store: We will also label one-way movement through our aisles, using floor markers and direction from associates. We expect this to help more customers avoid coming into close contact with others as they shop.

We'll continue to put signage inside our stores to remind customers of the need to maintain social distancing – especially in lines. And once a customer checks out, they will be directed to exit through the East door, which should help lessen the instances of people closely passing each other.

Employees will wear face masks and gloves. Shopping carts will be sanitized after each use. There will be no public access to restrooms or drinking fountains. Customers who have a fever or cough are asked to stay home to protect the safe and health of our community.

Volunteers, groups and new volunteers please note: The ReStore is currently not advertising nor accepting any volunteer sign-ups or conducting orientations. Existing construction volunteers must contact the construction foreman before volunteering at the site. Groups interested in group-builds should contact Marie Mitchell, Communications Director, at 970-255-9850 about availability and procedure.

Moving forward: As the COVID-19 situation continues to develop, our leaders and operations teams will continue to listen to advice from medical experts, associates and customers, and consider how we can best serve people while helping slow the spread of the virus. The health and safety of our associates and customers is what matters the most.