

HABITAT FOR HUMANITY-NORTH CENTRAL GEORGIA
BUILD SITE PROTOCOLS
Updated and Revised May 4, 2021

OVERALL PHILOSOPHY:

Habitat for Humanity-North Central Georgia is completing new home construction activity, on a limited basis, with regular weekday volunteers and crew leaders with reopening protocols in place. Home repair projects are also currently underway, with use of trades, limited volunteers and only with the permission of the homeowner. Habitat-NCG employees will work in the office on a limited basis. Until further notice, visitor entry into office areas will be on a limited, appointment only basis.

The number of volunteers allowed at a build site will continue to be limited, although the intent is to gradually increase the permissible number as the current coronavirus crisis evolves. Two representatives from each partner family whose home is under in construction or is in queue will be allowed to return to the build sites; “sweat equity” requirements will be modified appropriately.

Habitat-NCG has complied and will continue to comply with Executive Orders issued by the Office of the Georgia Governor and guidelines announced by the Centers for Disease Control and Prevention (CDC), including social distancing. Additional safety precautions have been and will continue to be incorporated into each component of the ministry’s activities. Any employee who is ill or has a fever or reasonably believes that he or she has been exposed to a person suffering from COVID-19 should stay at home and self-quarantine for fourteen (14) days. Other persons engaging with Habitat such as a volunteer or contractor who is ill or has a fever or reasonably believes that he or she has been exposed to a person suffering COVID-19 within the last 14 days should be requested to leave the build site or office.

Signage has been and will continue to be posted at build sites to remind volunteers of their obligation to comply with these protocols.

All volunteers will be required to electronically sign a COVID-19-specific Waiver of Liability, Informed Consent, and Acknowledgment of Receipt of Safety Protocols prior to entering a build site or home repair project.

BUILD SITES SAFETY PROTOCOLS:

- **Construction Managers are responsible for compliance with these protocols.**
- Until further notice and depending upon the nature of the work to be performed (for example, interior or exterior), volunteer numbers will be limited to 25 (or less) volunteers working on each house.
- All volunteers will be required to electronically sign a COVID-19-specific Waiver of Liability, Informed Consent, and Acknowledgment of Receipt of Build Site Safety Protocols prior to entering a build site.
- Face coverings must be worn by all staff members, volunteers, and contractors working indoors, unless adhering to social distancing requirements.

- Where possible, minimum social distancing of 6 feet must be maintained. Stagger workstations to avoid volunteers standing adjacent to one another. Where 6 feet of separation (Social Distancing) is not possible, increase frequency of cleaning and sanitizing surfaces.
- Adequate personal protection equipment and sanitation supplies must be available on build sites.

Face Coverings/Masks	Disinfectants	Latex gloves
Soap	Disinfectant wipes	Clean work gloves
Hand sanitizer	Paper towels	A non-contact thermometer
- Handwashing and properly supplied sanitation stations (soap and water) must be available in an easily accessible location on build sites.
- Portable restrooms shall be disinfected at least daily. Hand sanitizer shall be available immediately outside the restrooms.
- Until further notice each volunteer will be responsible for bringing his/her own food and beverages to construction sites. No community meals or beverages will be provided.
 - Habitat will continue to supply extra bottled water to build sites.
- A modified copy of these protocols will be posted at build sites.

HOME REPAIR PROGRAM SITES SAFETY PROTOCOLS:

- The Construction Coordinator for the Home Repair Program is responsible for compliance with these protocols.
- Due to the vulnerability of the demographic served by the Home Repair Program, no project will be commenced without the explicit permission of the homeowner(s). If permission is declined, the project will be placed in queue without penalty to the homeowner.
- Until further notice, a limited number of volunteers will be allowed to participate in repair projects.
- All volunteers will be required to electronically sign a COVID-19-specific Waiver of Liability, Informed Consent, and Acknowledgment of Receipt of Home Repair Sites Safety Protocols prior to entering the site.
- Where possible, minimum social distancing of 6 feet must be maintained. Stagger workstations to avoid volunteers standing adjacent to one another. Where 6 feet of separation (Social Distancing) is not possible, increase frequency of cleaning and sanitizing surfaces.
- Face coverings must be worn by all staff members, volunteers, and contractors working indoors, unless adhering to social distancing requirements.
- Adequate personal protection equipment and sanitation supplies must be available on build sites.

Face Coverings/Masks	Disinfectants	Latex gloves
Soap	Disinfectant wipes	Clean work gloves
Hand sanitizer	Paper towels	A non-contact thermometer
- Handwashing and properly supplied sanitation stations (soap and water) must be available in an easily accessible location.
- Portable restrooms on site shall be disinfected at least daily. Hand sanitizer shall be available immediately outside the restrooms.
- Until further notice each volunteer will be responsible for bringing his/her own food and beverages to project sites. No community meals or beverages will be provided.
 - Habitat will continue to supply extra bottled water to project sites.
- A modified copy of these protocols will be posted at build sites.

OFFICE SAFETY PROTOCOLS:

- Until further notice, offices will remain closed for all but administrative staff and permitted visitors as set forth below.
- Until further notice, administrative staff are encouraged to work remotely when possible. Visitor entry into office areas will be on a limited, appointment only basis.

- Minimum social distancing of 6 feet shall be maintained. During in-person meetings participants will be required to wear a face covering/mask.
- All office entry doors will remain locked throughout the day until further notice.
- Access to offices beyond Habitat-NCG staff will be limited. Signage on the front door will direct visitors to call the main phone number for assistance.
- No walk-in meetings will be permitted. All in-person meetings will be by appointment only
- Any visitor admitted to our offices will be required to wear a face covering.
- Current homeowners, future homeowners, sponsors, and volunteers will be asked to communicate with Habitat-NCG staff by phone when possible. Employees are encouraged to utilize video conferencing tools.

FAMILY SERVICES SAFETY PROTOCOLS:

- Two representatives from each homeowner family whose home is under in construction or is in queue will be allowed on build site; “sweat equity” requirements will be modified appropriately.
- No walk-in meetings will be permitted. All in-person meetings will be by appointment only
- In person mortgage payments will no longer be accepted as of January 2021
- Until further notice, informational meetings will be held with no more than 3 attendees per meeting. The Family Services Director will review applications and pre-qualify applicants.
- 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 current CDC guidelines
- Homeowner education classes for those already in queue will be held virtually if possible. Otherwise, classes will be held in person in a space allowing for adherence to 6-foot social distancing and all participants will wear face coverings
- Homeowner closings will be held in person or by mail. If in person, 6-foot social distancing must be followed and all participants will wear face coverings.

Dedication Ceremonies:

- A house walk-thru will only be permitted if the homeowner has expressed approval (prior to dedication day). Anyone participating in the walk through of a home will be required to wear a face mask/ covering.
- Where possible, minimum social distancing of 6 feet must be maintained.
- Until further notice, no community meals or beverages will be provided.
- Until further notice, 2-house builds will have 2 separate ceremonies, each at their respective house.

Please arrive by 8:45 AM
Work ends at approximately 3 PM



Volunteer Information

- **Volunteers must be at least 16 years of age;** Volunteers under age 18 must have a parent/legal guardian sign the Minor Waiver and Release of Liability which will be sent to you upon setting up your profile. Please bring the signed copy with you on your scheduled build day.
- Wear work boots or sturdy gym shoes (**no open toes or clogs allowed**) and jeans or work clothes that you don't mind getting dirty.
- All tools, hard hats, work gloves, and tool aprons will be provided by Habitat.
- You may bring your own tools but please write your name on them to keep them from getting mixed in with our supplies (no power tools).
- All volunteers should register to volunteer through either a reservation link you received from your employer/volunteer coordinator, or at www.habitat-ncg.org/how-to-engage/volunteer. Be sure to check the terms and conditions on your profile page in CERVIS. This is your waiver.
- We typically work rain or shine, depending on the task for the day! Workdays may be cancelled in advance or on site due to lightening or other hazardous conditions.

Rules to Build By

1. Please be on time and plan to stay for the duration of the build day.
2. Smoking is not permitted on any Habitat build site.
3. Please report all injuries to the Construction Site Manager immediately.
4. Never place tools where they can fall on someone or cause an accident (e.g. railings, top of a ladder, etc.).
5. Set ladders on solid ground. To level, dig a hole on the high side rather than building up the lower side.
6. Never stand on the top rung of a ladder.
7. Consult house leader for proper scaffolding erection and bracing.
8. Make sure you stay hydrated, especially in the hot summer months!! Do not perform any activities that you don't feel comfortable doing. We can always find a suitable task for you.
9. Work hard, have fun, make new friends!

Please consider taking an on-line volunteer training course before you come. This course will help you better prepare for the workday and help Habitat keep insurance costs down. It can be found at www.hfhvolunteerinsurance.com.