



St Croix Valley Habitat for Humanity:

COVID-19 Exposure Prevention, Preparedness and Response Plan for Construction

St Croix Valley Habitat takes the health and safety of its employees and volunteers very seriously. Faced with the spread of the novel coronavirus of 2019 (SARS-Cov-2) and its associated respiratory disease, COVID-19, we all must remain vigilant in mitigating the risks associated with this viral pandemic. To support the safe reactivation of construction operations, we have developed this COVID-19 Exposure Prevention, Preparedness and Response Plan to be implemented throughout **St Croix Valley Habitat** and at all of our job sites. We have also identified a team of employees to monitor available Occupational Safety and Health Administration, or OSHA, **[WISCONSIN IS A FEDERAL OSHA STATE]** and the U.S. Centers for Disease Control and Prevention, or CDC, guidance on the virus.

This plan is based on currently available information from OSHA and is subject to change based on further information provided by the CDC, OSHA and other public officials. **St Croix Valley Habitat** may also amend this plan based on operational needs.

I. Responsibilities of managers and supervisors

All managers and supervisors must be familiar with this plan and be ready to answer questions from employees and volunteers. Managers and supervisors must set a good example by following this plan at all times. This involves practicing good personal hygiene and job site safety practices to prevent the spread of the virus. Managers and supervisors must support this same behavior from all employees and volunteers. Additionally, managers and supervisors should encourage employees to self-identify if they believe they are at higher risk for severe illness from COVID-19, without making unnecessary medical inquiries. Managers and supervisors should make every effort to reduce employees' risk of exposure while making sure to comply with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations.

II. Responsibilities of employees

We are asking every one of our employees to help with our exposure prevention efforts while at work. In order to minimize the spread of COVID-19 at our job sites, we all must play our part. As set forth below, **St Croix Valley Habitat** has instituted various housekeeping, physical distancing and other best practices at our job sites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact **Kristie Smith, 715-350-3575**.

St Croix Valley Habitat has adopted each of the following control measures based on preventative guidance issued by OSHA, and expects all employees to adhere to them, regardless of exposure risk:

- Stay home if you are sick.
- Self-monitor for signs and symptoms of COVID-19 if you suspect possible exposure.
- Practice physical distancing (6 feet of separation from others) at all times. Employees who cannot maintain 6 feet of separation during work activities should consult with their manager/supervisor to find an alternative means of performing the work or apply additional control measures as applicable.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Wash hands or use hand sanitizer after.
- Do not use other workers' phones, computers or other work tools and equipment.
- Regularly clean and disinfect common surfaces such as plan tables, tools and equipment, and other elements of the work environment.
- Use Environmental Protection Agency-approved cleaning chemicals with label claims against coronavirus.
- Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- Use face coverings as required and described later in the plan.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing.
- Fever of 100.4 degrees Fahrenheit or higher.
- Shortness of breath, difficulty breathing.

- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and/or symptoms of respiratory illness, such as cough or shortness of breath, DO NOT REPORT FOR WORK; call your health care provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your health care provider right away.

III. Guidance for volunteers

From an exposure risk perspective, anyone who is not an employee is considered the general public. Considering volunteers as members of the general public, **St Croix Valley Habitat** recognizes OSHA's recommendation that exposure to the general public be limited as it increases occupational exposure risk for our employees. We are also very mindful of the increased risk this poses to individuals at higher risk of serious illness from COVID-19 as defined by the CDC. **St Croix Valley Habitat** is taking the following steps to protect both volunteers and employees while reactivating volunteer operations:

- We have established and continue communication with state and local authorities to determine current mitigation levels in our community and will amend this guidance as necessary.
- Volunteers at higher risk of serious illness from COVID-19 are encouraged to self-identify and may have the opportunity to engage in remote volunteering as available or tasks that minimize their contact with employees and other volunteers, if agreed to by the volunteer.
- Job site volunteer numbers will be reduced to ensure strict compliance with physical distancing practices.
- All individuals will be required to use face coverings on reactivated job sites with volunteers.
- Volunteers will not be permitted on repair projects in order to mitigate homeowner exposure risks.
- Volunteers are required to sign **St Croix Valley Habitat's** volunteer waiver and to sign in and out before entering and leaving job sites.

IV. Guidance for future homeowners

Like volunteers, **St Croix Valley Habitat** considers future homeowners as members of the general public and recognizes OSHA's recommendation that exposure to the general public be limited as it increases occupational exposure risk for our employees. We are also very mindful of the increased risk this poses to individuals at higher risk of serious illness from COVID-19 as defined by the CDC. **St Croix Valley Habitat** is taking the following steps to protect both future homeowners and employees while reactivating construction operations:

- We have established and continue communication with state and local authorities to determine current mitigation levels in our community and will amend this guidance as necessary.
- Future homeowners who are at higher risk of serious illness from COVID-19 are encouraged to self-identify and may have the opportunity to achieve sweat-equity requirements through tasks that minimize their contact with others.
- All individuals will be required to use face coverings on reactivated job sites with future homeowners.
- Only affiliate employees will be allowed on site with future homeowners achieving sweat-equity requirements, and strict adherence to physical distancing and cleaning and disinfecting protocols must be maintained.

V. Job site protective measures

St Croix Valley Habitat has instituted the following protective measures at all job sites:

A. GENERAL SAFETY POLICIES AND RULES

- Any employee/volunteer/contractor/visitor showing symptoms of COVID-19 will be asked to leave the job site and return home. **St Croix Valley Habitat** may determine that taking the temperature of employees/volunteers/contractors/visitors at work sites is appropriate and restrict access based upon temperature readings. As an alternative to taking temperatures at the work site, **St Croix Valley Habitat** may request that employees/volunteers/contractors/visitors take their own temperatures before coming to the work site. (See Appendix A for additional information.)
- Safety meetings will be conducted virtually, if possible. If safety meetings are conducted in person, attendance will be collected verbally, and the foreman/superintendent will sign in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than **10** people; participants must remain at least 6 feet apart.
- Employees must avoid physical contact with others and direct employees/volunteers/contractors/visitors to increase personal space to at least 6 feet, where possible. Where work trailers are used, only necessary

employees should enter the trailers, and all employees should maintain physical distancing while inside the trailers.

- All in-person meetings will be limited. To the extent possible, meetings will be conducted virtually.
- Employees will be encouraged to stagger breaks and lunches to reduce the size of any group at any one time to less than **10** people.
- **St Croix Valley Habitat** understands that, because of the nature of our work, access to running water for hand-washing may be impracticable. In these situations, **St Croix Valley Habitat** will provide alcohol-based hand sanitizers with at least 60% alcohol. Additionally, all job sites will have adequate supplies to support healthy hygiene behaviors, including tissues and no-touch trash cans. Job sites that cannot meet these requirements will not be reactivated.
- Employees should not use co-workers' tools and equipment. To the extent tools must be shared, **St Croix Valley Habitat** will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturers' recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, along with limiting exposure time.
- **St Croix Valley Habitat** will divide crews/employees into groups of 2- 4 where possible so that projects can continue working effectively if one of the divided teams is required to quarantine.
- As part of the division of crews/employees, **St Croix Valley Habitat** will designate employees into dedicated shifts, and employees will remain with their dedicated shift for the remainder of the project. If there is a legitimate reason for an employee to change shifts, **St Croix Valley Habitat** will have sole discretion in making that alteration.
- Employees should avoid ride-sharing. If ride-sharing is required because of the nature of the job or task, employees must ensure adequate ventilation and use face coverings at all times while in the vehicle.
- In lieu of using a common source of drinking water, **St Croix Valley Habitat** will provide individual water bottles.

Additional job site safety precautions include:

Work crews on site at any one time will be limited to 8 persons total, including site supervisor.

Work days will generally not exceed 6.5 hours, including breaks.

B. WORKERS ENTERING OCCUPIED HOMES

Repair projects, particularly those that take place inside the home, pose additional risk to **St Croix Valley Habitat** employees and volunteers, as we cannot fully control a repair job site. No repair work will be reactivated or started without conducting a preconstruction and safety meeting with the homeowner and repair team. The meeting will take place virtually and will be documented for our affiliate's and the owner's files. The agenda for the meeting should be based on the adopted policies and rules listed below and will include time to consider and respond to the owner's concerns.

- When employees perform construction, maintenance or repair activities within occupied homes, these work locations present unique hazards with regard to COVID-19 exposures. All such workers should evaluate the specific hazards with their manager/supervisor when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. **St Croix Valley Habitat** will provide effective, EPA-approved cleaning and disinfecting chemicals for this purpose.
- Employees should isolate interior work areas using plastic sheeting and should keep the area under positive pressure using a blower fan or air scrubber and fresh air from outside the home.
- Employees should ask occupants to keep a minimum physical distance of 6 feet. Workers should wash or sanitize hands immediately before starting and after completing the work.
- **St Croix Valley Habitat** may sign and require owners to sign a COVID-19-specific assumption of risk agreement. This assumption of risk agreement's primary intent will be to align the safety and risk control expectations of both the owner and **St Croix Valley Habitat**, by providing actual knowledge of the risk involved and having the owner voluntarily accept the risk in the same manner that the affiliate and its employees are. Additionally, because of the nature of the work environment and the reliance of both parties on the other to mitigate exposure risk, the risk cannot be removed, and therefore may need to be formally acknowledged. (See Attachment 1 for more information.)

C. JOB SITE VISITORS

- The number of visitors to the job site, including the trailer or office, will be limited to those necessary for the work.
- All visitors will be screened before arriving on the job site, whether by visual assessment, questionnaire or temperature screening, in accordance with applicable state and local requirements.
- **St Croix Valley Habitat** may determine that taking visitor temperatures at work sites is appropriate and may restrict access based on temperature readings. As an alternative to taking temperatures at the work site, **St Croix Valley Habitat** may request visitors take their own temperatures before coming to the work site. (See Appendix A for more information.)
- Site deliveries will be permitted but should be properly coordinated in line with **St Croix Valley Habitat's** minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.

D. PERSONAL PROTECTIVE EQUIPMENT AND WORK PRACTICE CONTROLS

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), **St Croix Valley Habitat** will provide:
 - **Gloves:** Gloves should be worn at all times while on site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should not share gloves.
 - **Eye protection:** Eye protection should be worn at all times while on site.
 - Because of the current shortage of N95 respirators, the following work practice controls should be followed:
 - Keep dust down by using engineering and work practice controls, specifically by using water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks.
 - Institute a rigorous housekeeping program to reduce dust levels on the job site.
- To the extent that shortages of N95 respirators continue to occur, **St Croix Valley Habitat** will take the following steps in accordance with OSHA guidance to continue to protect employees where respirator use is required by other OSHA standards:
 - Extended use or reuse of N95s: If extended use or reuse of N95 respirators becomes necessary, the same employee is permitted to extend use of or reuse the respirator, as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled or contaminated. **St Croix Valley Habitat** will update our written respiratory protection plan with the circumstances under which a disposable respirator will be considered contaminated and not available for extended use or reuse. Extended use is preferred over reuse because of contact transmission risk associated with donning/doffing during reuse. When respirators are being reused, particular attention needs to be applied to the proper storage of the filtering facepiece respirators between periods of reuse.¹
 - Use of expired N95s: If N95s are not available and extended use or reuse of N95s is not possible, employees may use previously NIOSH-certified expired N95s as outlined in the CDC's **Considerations for Release of Stockpiled N95s Beyond the Manufacturer-Designated Shelf Life.**
 - Non-NIOSH approved respirators: If N95s are not available, extended use or reuse of N95s is not possible, and expired N95s are not available, employees may use respirators that are either certified under **certain standards of other countries** or previously certified under the standards of other countries but beyond their manufacturer's recommended shelf life. OSHA directs that respirators certified by the People's Republic of China be used only after respirators from other countries are sought.^{2 3}

¹ OSHA: Enforcement Guidance for Respiratory Protection and the N95 Shortage Due to the Coronavirus Disease 2019 (COVID-19) Pandemic

² OSHA: Interim Enforcement Response Plan for Coronavirus Disease 2019 (COVID-19)

³ OSHA: Enforcement Guidance for Use of Respiratory Protection Equipment Certified under Standards of Other Countries or Jurisdictions During the Coronavirus Disease 2019 (COVID-19) Pandemic

E. FACE COVERINGS

St Croix Valley Habitat has reviewed OSHA's workplace classification structure for occupational exposure risk to SARS-CoV-2. While construction work could generally be considered "low risk" for viral transmission, some construction tasks or activities may involve working with others in proximity closer than 6 feet, including sitting in the same vehicle, and therefore might be considered as "medium risk" under the agency's risk pyramid. Additionally, the presence of volunteers and/or future homeowners on our job sites is directly comparable to contact with the general public.

Because of this, and CDC recommendations, we are implementing a face covering policy for certain work activities for the foreseeable future, including those situations where:

1. It is mandated by state or local rule.
2. Employees must work in proximity of 6 feet from other employees.
3. Volunteers and/or future homeowners are physically present in any capacity.

A face covering is a cloth, bandana or other type of material that covers a person's nose and mouth. The CDC lists five criteria for "cloth face coverings." The face covering should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine-dried without damage or change to shape.

Use of a face covering is not a substitute for other workplace preventive techniques outlined in this plan.

VI. Job site cleaning and disinfecting

St Croix Valley Habitat has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment and other elements of the work environment. Employees should regularly do the same in their assigned work areas.

- Job site trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment, such as nitrile, latex or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the job site must be removed frequently by someone wearing nitrile, latex or vinyl gloves.
- Any portable job site toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. **St Croix Valley Habitat** will ensure that hand sanitizer dispensers are always filled. Frequently touched items (e.g., door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before any change in driver or operator.
- **St Croix Valley Habitat** will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant.
 - Alcohol solution with at least 60% alcohol.
 - Diluted household bleach solutions (these can be used if appropriate for the surface).
- **St Croix Valley Habitat** will maintain Safety Data Sheets of all disinfectants used on site.

VII. Job site exposure situations

EMPLOYEE, FUTURE HOMEOWNER OR VOLUNTEER EXHIBITING COVID-19 SYMPTOMS

If an employee, future homeowner or volunteer exhibits COVID-19 symptoms, the employee, future homeowner or volunteer must remain at home until they have been symptom-free for 72 hours (three full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) and at least seven days have passed since symptoms first appeared. **St Croix Valley Habitat** will similarly require an employee, future homeowner or volunteer who reports to the job site with symptoms to return home until they have been symptom-free for 72 hours (three full days) and at least seven days have passed since symptoms first appeared.

EMPLOYEE, FUTURE HOMEOWNER OR VOLUNTEER TESTS POSITIVE FOR COVID-19

An employee, future homeowner or volunteer who tests positive for COVID-19 will be directed to self-isolate away from the job site. Employees, future homeowners or volunteers who test positive but are asymptomatic may return when at least seven days have passed since the date of their first positive test or after they have received two

negative tests in a row, 24 hours apart. Employees, future homeowners, or volunteers who test positive and are directed to care for themselves at home may return when:

1. No fever is present for at least 72 hours (three full days) without the use of medicine that reduces fevers.
2. Other symptoms have improved (for example, when cough or shortness of breath has improved).
3. At least seven days have passed since symptoms first appeared.

Employees, future homeowners or volunteers who test positive and have been hospitalized may return when directed to do so by their medical care provider.

EMPLOYEE, FUTURE HOMEOWNER OR VOLUNTEER HAS CLOSE CONTACT WITH AN INDIVIDUAL WHO HAS TESTED POSITIVE FOR COVID-19

Employees or volunteers who have come into close contact with a confirmed-positive COVID-19 individual (co-worker, volunteer or otherwise), will be directed to self-isolate for 14 days from the last date of close contact with the carrier. Close contact is defined as being within 6 feet for more than five minutes.

If **St Croix Valley Habitat** learns that an employee, future homeowner or volunteer has tested positive, **St Croix Valley Habitat** will contact those co-workers, future homeowners and volunteers who may have had close contact with the carrier in the prior 14 days. **St Croix Valley Habitat** will direct those individuals who have had close contact with the carrier to self-isolate for 14 days from the last date of close contact with the carrier. If an employee, future homeowner or volunteer learns that they have come into close contact with a confirmed-positive individual outside of the workplace, they must alert a manager or supervisor of the close contact. That individual will be expected to self-isolate for 14 days from the date of last contact.

VIII. Guidance for OSHA record keeping and reporting

OSHA has revised its **enforcement guidance** on record keeping for COVID-19 cases. OSHA maintains that COVID-19 is a recordable illness, and **St Croix Valley Habitat** will record cases of COVID-19 if all three of the following conditions are met:

- The case is a confirmed case of COVID-19.
- The case is “work-related,” which is defined as an event or exposure in the work environment that either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Refer to **OSHA standard 29 CFR 1904.5**.
- The case involves one or more of the following:
 - Death.
 - Days away from work.
 - Restricted work or transfer to another job.
 - Medical treatment beyond first aid.
 - Loss of consciousness.
 - A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid or loss of consciousness.

OSHA’s enforcement guidance states that OSHA is exercising its enforcement discretion in order to provide certainty to employers and workers. Accordingly, until further notice, OSHA will enforce the recordkeeping requirements of 29 CFR 1904 for employee COVID-19 illnesses for all employers according to the guidelines below.

- **The reasonableness of the employer’s investigation into work-relatedness.** **St Croix Valley Habitat** take the following steps when it learns of an employee’s COVID-19 illness:
 1. Ask the employee how they believe they contracted the COVID-19 illness
 2. While respecting employee privacy, discuss with the employee their work and out-of-work activities that may have led to the COVID-19 illness
 3. Review the employee’s work environment for potential SARS-CoV-2 exposure. The review in will be informed by any other instances of workers in that environment contracting COVID-19 illness.
- **The evidence available to the employer.** The evidence that a COVID-19 illness was work-related will be considered based on the information reasonably available to **St Croix Valley Habitat** at the time it made its work-relatedness determination. If **St Croix Valley Habitat** later learns more information related to an employee’s COVID-19 illness, then that information will be taken into account as well in determining whether a reasonable work-relatedness determination was made.
- **The evidence that a COVID-19 illness was contracted at work.** **St Croix Valley Habitat** will take into account all reasonably available evidence, in the manner described above, to determine work-relatedness. This cannot be reduced to a ready formula, but certain types of evidence may weigh in favor of or against work-relatedness. For instance:
 - COVID-19 illnesses are likely work-related when several cases develop among workers who work closely together and there is no alternative explanation.
 - An employee’s COVID-19 illness is likely work-related if it is contracted shortly after lengthy, close exposure to a volunteer, future homeowner, contractor, or coworker who has a confirmed case of COVID-19 and there is no alternative explanation.
 - An employee’s COVID-19 illness is likely work-related if their job duties include having frequent, close exposure to the general public in a locality with ongoing community transmission and there is no alternative explanation.
 - An employee’s COVID-19 illness is likely not work-related if they are the only worker to contract COVID-19 in their vicinity and their job duties do not include having frequent contact with the general public, regardless of the rate of community spread.
 - An employee’s COVID-19 illness is likely not work-related if they, outside the workplace, closely and frequently associate with someone (e.g., a family member, significant other, or close friend) who (1) has COVID-19; (2) is not a coworker, and (3) exposes the employee during the period in which the individual is likely infectious.

OSHA does not require that COVID-19 illness be recorded if, after the reasonable and good faith inquiry described above, the employer cannot determine whether it is more likely than not that exposure in the workplace played a causal role with respect to a particular case of COVID-19. In such cases, **St Croix Valley Habitat** will continue to record confirmed COVID-19 cases of employees on a separate record-keeping log for internal reference. In all events, it is important as a matter of workplace health and safety, as well as public

health, for **St Croix Valley Habitat** to examine COVID-19 cases among employees and respond appropriately to protect employees, regardless of whether a case is ultimately determined to be work-related.

OSHA's recent record-keeping guidance changes do not specifically address an employer's obligation to report work-related cases of COVID-19 that result in a fatality or an inpatient hospitalization. If a case is deemed work-related under the current **enforcement guidance** and that case results in a fatality or inpatient hospitalization, it will be reported to OSHA per **OSHA standard 29 CFR 1904.39**—Reporting fatalities, hospitalizations, amputations, and losses of an eye as a result of work-related incidents.

If, after the reasonable and good faith inquiry described above, no determination of work-relatedness is made but the illness has resulted in a fatality or inpatient hospitalization, **St Croix Valley Habitat** will perform a follow-up work-relatedness investigation and report appropriately in accordance with 29 CFR 1904.39(b)(8) as necessary:

- **“What if I don't learn right away that the reportable fatality, in-patient hospitalization, amputation, or loss of an eye was the result of a work-related incident?** If you do not learn right away that the reportable fatality, in-patient hospitalization, amputation, or loss of an eye was the result of a work-related incident, you must make the report to OSHA within the following time period after you or any of your agent(s) learn that the reportable fatality, in-patient hospitalization, amputation, or loss of an eye was the result of a work-related incident: Eight (8) hours for a fatality, and twenty-four (24) hours for an inpatient hospitalization, an amputation, or a loss of an eye.”

IX. Confidentiality/privacy

Except for circumstances in which **St Croix Valley Habitat** legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law. When it is required, the number of people who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally required reporting, but also to ensure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this plan (see Attachment 2). **St Croix Valley Habitat** reserves the right to inform other employees, volunteers, contractors/subcontractors and vendors that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other people might have been exposed to the disease so that the others may take measures to protect their own health.

IX. General questions

Given the fast-developing nature of the COVID-19 outbreak **St Croix Valley Habitat**, may modify this plan at any time. If you have any questions concerning this plan, please contact Kristie Smith, Executive Director.

C-19EPPR PLAN REVISION HISTORY

Date	Explanation

Appendix A: CDC Guidance on Screening for COVID-19 Symptoms

There are several methods that employers can use to protect the employee conducting temperature screening. The most protective methods incorporate physical distancing (maintaining a distance of 6 feet from others), or physical barriers to eliminate or minimize the screener's exposures due to close contact with a person who has symptoms during screening. Examples to consider that incorporate these types of controls for temperature screening include:

- **Reliance on physical distancing:** Ask employees to take their own temperature either before coming to the workplace or upon arrival at the workplace. Upon their arrival, stand at least 6 feet away from the employee and:
 - Ask the employee to confirm that their temperature is less than 100.4° F (38.0° C) and confirm that they are not experiencing coughing or shortness of breath.
 - Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.
 - Screening employees do not need to wear personal protective equipment if they can maintain a distance of 6 feet.
- **Reliance on barrier/partition controls:** During screening, the screener stands behind a physical barrier, such as a glass or plastic window or partition, that can protect the screener's face and mucous membranes from respiratory droplets that may be produced when the employee sneezes, coughs or talks. Upon arrival, the screener should wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol. Then:
 - Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.
 - Conduct temperature and symptom screening using this protocol:
 - Put on disposable gloves.
 - Check the employee's temperature, reaching around the partition or through the window. Make sure the screener's face stays behind the barrier at all times during the screening.
 - **If performing a temperature check on multiple individuals, make sure that you use a clean pair of gloves for each employee and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and you did not have physical contact with an individual, you do not need to change gloves before the next check. If non-contact thermometers are used, clean and disinfect them according to manufacturer's instructions and facility policies.
 - Remove and discard PPE (gloves), and wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.

If physical distance or barrier controls cannot be implemented during screening, PPE can be used when the screener is within 6 feet of an employee during screening. However, reliance on PPE alone is a less effective control and more difficult to implement given PPE shortages and training requirements.

- **Reliance on personal protective equipment:** Upon arrival, the screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with an employee is anticipated. Then:
 - Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue, and confirm that the employee is not experiencing coughing or shortness of breath.
 - Take the employee's temperature.
 - **If performing a temperature check on multiple individuals, make sure that you use a clean pair of gloves for each employee and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and you did not have physical contact with an individual, you do not need to change gloves before the next check. If non-contact thermometers are used, you should clean and disinfect them according to manufacturer's instructions and facility policies.
 - After each screening, remove and discard PPE and wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

Attachment 1: Assumption of Risk Agreement

COVID-19 Assumption of Risk Agreement

This agreement is made by and between **[name of homeowner(s)]** (“Owner/s”) and **St Croix Valley Habitat for Humanity**, (“HFH”), on **[date of agreement]**, regarding the repair project for the home at **[address of premises]** (“Premises”). The parties collectively state the following:

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus, which has resulted in confirmed human infections worldwide, including the United States of America. The worldwide distribution of the virus led the World Health Organization (WHO) to designate COVID-19 as a pandemic on March 11, 2020. On March 13, 2020, the President of the United States declared the COVID-19 pandemic a national emergency, beginning on March 1, 2020. Additionally, **Governor Evers** declared a state of emergency in **[insert state]** on **[date].**

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe, and in some cases it can be fatal. According to the Centers for Disease Control and Prevention (CDC), older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Based on currently available information and clinical expertise, the CDC identifies those at high risk for severe illness from COVID-19 as:

- People 65 and older.
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma.
 - People who have serious heart conditions.
 - People who are immunocompromised. (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.)
 - People with severe obesity (body mass index of 40 or higher).
 - People with diabetes.
 - People with chronic kidney disease undergoing dialysis.
 - People with liver disease.

Symptoms of COVID-19 typically include:

- Cough.
- Shortness of breath or difficulty breathing.
- Or at least two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Some cases are referred to as asymptomatic cases, in which the infected person experiences no symptoms at all. Symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure.

The virus is thought to spread mainly from person to person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or may be inhaled into the lungs.

It may be possible for a person to get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth or nose — or possibly their eyes — but this is not thought to be the primary way the virus spreads. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

St Croix Valley Habitat has developed and implemented a COVID-19 exposure prevention, preparedness and response plan for construction. However, **St Croix Valley Habitat** cannot remove the risk of becoming infected with COVID-19.

THEREFORE, BY SIGNING THIS AGREEMENT, EACH PARTY SIGNING BELOW ACKNOWLEDGES AND AGREES TO THE FOLLOWING:

1. Acceptance and assumption of the risk that the aforementioned repair project may result in exposure to COVID-19, even in ideal conditions, and despite any and all reasonable efforts made by both parties to mitigate such risk.
2. Exposure to COVID-19 at the Premises could result in quarantine requirements, serious illness, disability, and/or death resulting from the undersigned's own actions or inactions, and from the actions, inactions or negligence of others, and they voluntarily agree to assume this risk.
3. That the undersigned individuals and their dependents are in good health and have no aforementioned symptoms associated with COVID-19 per the CDC.
4. That the undersigned will notify the other in a timely manner if they are experiencing signs or symptoms of COVID-19 or have been confirmed positive for COVID-19.
5. The foregoing assumption of risk is intended to be as broad and inclusive as permitted by state law.

Owner/s unilaterally state the following:

I have carefully considered my decision; the benefits and risks involved, and hereby give my informed consent to move forward with the aforementioned repair project at the Premises. I have read and understand this Assumption of Risk Agreement, any questions of mine have been answered, and I voluntarily agree to the above provisions. It is my intent to bind my heirs, next of kin, assigns and legal representative.

SIGNATURE OF OWNER/S:

Owner: Name (please print): _____

Signature: _____ Date: _____

Owner: Name (please print): _____

Signature: _____ Date: _____

Address: _____

Phone: (H) _____ (C) _____

Date of Birth: _____

Email: _____

Witness: Name (please print): _____

Signature: _____ Date: _____

SIGNATURE OF NAME OF HABITAT AFFILIATE AUTHORIZED REPRESENTATIVE:

HFH Representative: Name (please print): _____

Signature: _____ Date: _____

Attachment 2: COVID-19 Exposure Notification Letter

[Month DD, YYYY]

[Name]

Title

Address

City, ST 12345-6789]

Regarding: Potential Workplace Exposure to COVID-19

Dear [Name],

On [date], St. Croix Valley Habitat for Humanity was notified that one of our [employees/volunteers] tested positive for COVID-19 on [date]. We immediately implemented steps in our COVID-19 Exposure Prevention, Preparedness and Response Plan to minimize the impact in our workplace and to keep all employees and volunteers healthy and safe.

We are alerting you to this development because, based on our illness investigation, we believe that you may have come into close contact with the confirmed-positive case on [last known contact date]. Per our policy, you are directed to self-isolate for 14 days from [last known contact date]. Should you develop any of the following symptoms, please contact your health care provider immediately.

Symptoms of COVID-19:

- Coughing.
- Fever of 100.4 degrees Fahrenheit or higher.
- Shortness of breath, difficulty breathing.
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

For reasons of privacy and confidentiality, we are not sharing the name of the [employee/volunteer] directly impacted. We are working with this [employee/volunteer] to communicate the support available on behalf of St. Croix Valley Habitat for Humanity for a full recovery during this challenging time.

St. Croix Valley Habitat for Humanity thanks you for your cooperation and understanding during these times. As we move forward, we encourage employees and volunteers to contact Kristine Smith with any concerns or questions by calling 715-350-8575 or executivedirector@scvhabitat.org.

Sincerely,



Kristine Smith
Executive Director, SCV Habitat for Humanity

Attachment 3: Reactivation Assessment for Construction Operations

This checklist should be used to guide an organizational decision to begin reactivation of construction operations.

It is not an adequate assessment of individual job site or facility safety or readiness. A more thorough inspection and assessment of each individual location must be performed, and the decision to open each site must be made on an individual basis based on those results. This checklist is the first step to ensure that an affiliate's construction program as a whole is ready to begin these individual site assessments.

SITUATIONAL ASSESSMENT

- Ensure compliance with relevant local, state and federal restrictions on travel and work.
- Refer to current HFHI recommendation for construction closures or reactivation.
- Evaluate community readiness and possible perception of visible active job sites.

PROGRAMMATIC ASSESSMENT

- Adopt as provisional safety policy a board-approved COVID-19 Exposure Prevention, Preparedness and Response Plan for Construction (C-19EPPR).
- Conduct virtual training meetings on the C-19EPPR and all relevant safe work protocols for all on-site supervisors, including affiliate construction employees, contractors and vendors.
- Adopt a standardized safety briefing (toolbox talk) and/or site signage outlining critical components of the C-19EPPR and relevant safe work protocols.

ON-SITE ASSESSMENT

- Access to job sites, construction support facilities (such as workshops and/or warehouses) and work trailers can be limited to only those necessary for the work.
- All visitors can be prescreened prior to entering job site(s) to ensure they are not exhibiting symptoms.
- Hand-washing facilities are available (best practice), or adequate supplies of hand sanitizer are readily available (alternative minimum requirement).
- Adequate supplies of disinfectants are readily available.
- Safety Data Sheets (SDS) for all disinfectants are readily available.
- Personal protective equipment (PPE) for all disinfectants is readily available.
- Supplies to encourage healthy hygiene (paper towels, toilet paper, tissues) are readily available.
- Adequate quantities of necessary tools and equipment are available to reduce sharing of tools and equipment between workers and/or crews.
- Adequate quantities of portable job site toilets are available and can be cleaned and disinfected by the leasing company at least twice per week.
- Trash can be collected and removed frequently from job sites and any construction support facilities.

The reactivation of any construction activities should not be approved or undertaken until all of the above line items can be verified.

Reactivation Assessment for Individual Construction Sites

This assessment should be used to guide construction teams as they begin to reactivate individual construction sites. The assessment should be conducted virtually as a meeting between the site's field supervisor and the affiliate's construction administrator.

Any decision to reactivate a construction site that does not appropriately limit COVID-19 exposure risk should include an evaluation by the board of directors and the executive director.

PERSONNEL ASSESSMENT

List the Habitat employees who will need access to the job site: **Received a copy of the C-19EPPR?**

_____	<input type="checkbox"/>

If any core/regular volunteers are expected to be on site at any time, have they been notified about changes in job site policies (physical distancing requirements, face coverings, etc.)?

YES NO N/A Notes: _____
If NO: What actions need to be taken? _____

If any contractors/subcontractors are expected to be on site at any time, have they been notified about changes in job site policies (physical distancing requirements, etc.)?

YES NO N/A Notes: _____
If NO: What actions need to be taken? _____

Will workers be *actively screened* for COVID-19 symptoms at the job site?

YES NO N/A Notes: _____
If YES: Who is the designated, qualified employee conducting screening — and when will it begin?
 Name: _____ Screening time: _____
If NO: Is a *self-screening* process ready to implement?
 YES NO Notes: _____
If NO: What actions need to be taken? _____

Does the site have any *areas* where worker density may mean that physical distancing minimums (6-foot clear radius per person or other local requirement) can't be maintained (such as tool trailers, small rooms)?

YES NO N/A Notes: _____
If YES: What exposure control measures will be implemented in accordance with the C-19EPPR?

Does any work *activity* require two or more workers within a 6-foot radius of each other?

YES NO N/A Notes: _____
If YES: What exposure control measures will be implemented in accordance with the C-19EPPR?

EQUIPMENT AND SITE ASSESSMENT

Does the site have a hand-washing station or another means of supporting required healthy hygiene practices?

YES NO N/A Notes: _____

Does the site have adequate EPA-approved cleaning and disinfection supplies?

YES NO N/A Notes: _____

Does the site have adequate tools and equipment to discourage shared use?

YES NO N/A Notes: _____

Does the site have adequate PPE for all construction activities until final completion, or have new engineering and administrative controls been implemented to reduce required PPE?

YES NO N/A Notes: _____

OTHER CONSIDERATIONS:

CERTIFICATION

Assessment completed on (Date) _____ by (Name) _____ ,

(Title) _____ and (Name) _____ , (Title)

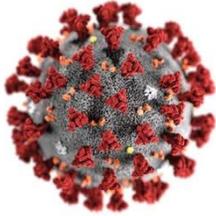
_____ for project at (Location) _____ .

RECOMMENDED ACTION

- Reactivate job site in accordance with C-19ERRP and Notes/Comments included in this assessment
- Job site to remain closed until the following actions are completed:

Attachment 4: COVID-19 Toolbox Talk

What is COVID-19?



COVID-19 is caused by a novel coronavirus called SARS-CoV-2. Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats and bats. The virus causing coronavirus disease 2019 (COVID-19) is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. Rarely, animal coronaviruses can infect people and then spread between people, as is the suspected case with SARS-CoV-2. However, the exact source of this virus is unknown.

How does the virus spread?

According to the Centers for Disease Control and Prevention:

- Spread from person to person most likely occurs during close (within 6 feet) contact with an infected person.
- Person-to-person spread is thought to occur mainly via droplets of respiratory secretions produced when an infected person coughs or sneezes. This is similar to how influenza and other respiratory diseases spread. These droplets are believed to enter the mouths and noses of people nearby, and they can be inhaled into the nose and lungs.
- There is also growing evidence of transmission risk from infected people without symptoms or before the onset of recognized symptoms.
- COVID-19 also can be transmitted by touching surfaces or objects contaminated with SARS-CoV-2 (the virus that causes the disease), then touching one's mouth, nose or possibly the eyes.

What are the signs and symptoms of COVID-19?

People with Coronavirus Disease 2019 (COVID-19) can experience mild to severe respiratory illness. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough.
- Shortness of breath or difficulty breathing.
- Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

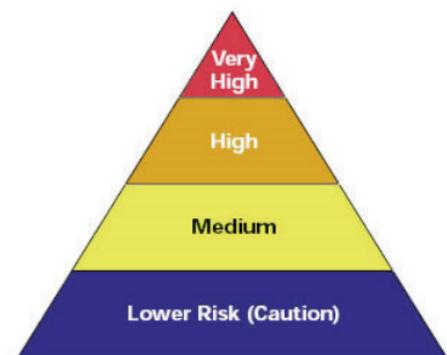
Emergency warning signs and symptoms of COVID-19 that may suggest that you need urgent medical attention include:

- Trouble breathing.
- Persistent pain or pressure in the chest.
- New confusion or inability to be awakened (i.e., aroused).
- Bluish lips or face.

What's my risk of exposure?

Many workers, even those who do not encounter infectious people in the course of their job duties, can have similar exposure risks as the general American public in a pandemic. Exposure risks can increase for workers interacting with individuals with higher risks of contracting COVID-19 and for workers who have exposure to other sources of the virus in the course of their job duties. OSHA has developed guidance for classifying worker exposure risks into lower (caution), medium, high, and very high-risk categories and provides guidance and resources for protecting workers who perform job tasks in each risk level. Construction activities fall in the lower exposure risk category, but there are scenarios that increase that exposure level to the medium risk category, including exposure to members of the public.

Occupational Risk Pyramid for COVID-19



What can I do to prevent the spread while at work?

- Stay home if you are sick.
- Self-monitor for signs and symptoms of COVID-19 if you suspect possible exposure.
- Practice physical distancing (6 feet of separation from others) at all times. Employees who cannot maintain 6 feet of separation during work activities should consult with their manager/supervisor to find an alternative means of performing the work or apply additional control measures as applicable.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Do not use other workers' phones, computers or other work tools and equipment.
- Regularly clean and disinfect common surfaces such as plan tables, tools and equipment, and other elements of the work environment.
- Use Environmental Protection Agency-approved cleaning chemicals with label claims against coronavirus.
- Follow the manufacturers' instructions for use of all cleaning and disinfection products.
- Use face coverings as required and described by the COVID-19 Exposure Prevention, Preparedness and Response Plan for Construction.

What if I start to have symptoms, test positive or think I've been exposed?

EMPLOYEE, FUTURE HOMEOWNER OR VOLUNTEER EXHIBITING COVID-19 SYMPTOMS

If an employee, future homeowner or volunteer exhibits COVID-19 symptoms, they must remain at home until they are symptom-free for 72 hours (three full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) and at least seven days have passed since symptoms first appeared.

EMPLOYEE, FUTURE HOMEOWNER OR VOLUNTEER TESTS POSITIVE FOR COVID-19

An employee, future homeowner or volunteer who tests positive for COVID-19 will be directed to self-isolate away from the job site. Employees, future homeowner or volunteers who test positive but are asymptomatic may return when at least seven days have passed since the date of their first positive test or after they have received two negative tests in a row, 24 hours apart. Employees, future homeowners or volunteers who test positive and are directed to care for themselves at home may return when:

- No fever is present for at least 72 hours (three full days) without the use of medicine that reduces fevers.
- Other symptoms have improved (for example, when cough or shortness of breath has improved).
- At least seven days have passed since symptoms first appeared.

Employees, future homeowners or volunteers who test positive and have been hospitalized may return when directed to do so by their medical care provider.

EMPLOYEE, FUTURE HOMEOWNER OR VOLUNTEER HAS CLOSE CONTACT WITH AN INDIVIDUAL WHO HAS TESTED POSITIVE FOR COVID-19

Employees, future homeowners or volunteers who have come into close contact with a confirmed-positive COVID-19 individual (co-worker, volunteer or otherwise) will be directed to self-isolate for 14 days from the last date of close contact with the carrier. Close contact is defined as within 6 feet for more than five minutes.