



St. Croix Valley Habitat for Humanity  
749 Ryan Drive, Hudson WI 54016  
Office: (715) 350-8575  
[www.scvhabitat.org](http://www.scvhabitat.org)

## **Information for St. Croix Valley Habitat for Humanity Volunteers**

Please review these guidelines before your scheduled volunteer date on a job site. Be sure to read, sign and return all waivers, and have volunteers view the informational safety video "[Volunteering on a Habitat for Humanity Job Site](#)" (access code: W8NAEBTG) on our insurance website by clicking the link above, or by accessing the site at [www.hfhvolunteerinsurance.com](http://www.hfhvolunteerinsurance.com). (Click on the "Volunteers" tab at the top – scroll to "Online Safety Training Courses" – click "Begin Now" button – click "Take Training Course Now" button – enter access code W8NAEBTG – under "Recommended Courses" navigate to "Volunteering on a Habitat for Humanity Job Site" video.)

### **A Typical Workday**

- A typical workday begins at 8:30 AM and ends at 3:30 PM. Please arrive on time and plan to stay for the day; if you must leave early, arrive late, or cannot come as scheduled please let our Volunteer Coordinator know as soon as possible.
- Once arriving on site, please sign in with the Volunteer Coordinator or Construction Supervisor. Accurately signing in and out is very important for Habitat for Humanity record-keeping.
- When you sign in, turn in your volunteer Liability Waiver/Emergency Contact form to SCV HFH staff if you have not already done so.
- After sign-in, the Volunteer Coordinator and/or Construction Supervisor will begin orientation. During this time, the day's tasks will be explained, and safety guidelines will be discussed. (*Remember—no experience is necessary and there are no silly questions! Habitat for Humanity staff is there to help you feel comfortable, be safe, and do a good job no matter the task!*)
- Breaks will be given as deemed necessary by HFH staff; there will be a lunch break around noon. Unless otherwise specified, Habitat for Humanity does not provide lunch or snacks. Please plan to bring or order food accordingly.
- Building will wrap up around 3:00 PM, with a brief clean-up period taking place from 3:00-3:30 PM.
- After clean-up is completed, make sure you sign out before leaving for the day.

### **On the Job Site**

- Parking: **We ask that volunteers carpool as much as possible; parking will vary depending on job site location.**
- Restroom facilities will be provided on-site.
- Water will be provided, but please also plan to bring your own water bottle.

### **Tools and Safety Equipment**

- All needed tools and safety equipment will be provided—however, you may bring your own if you prefer to use them. Be sure to label your tools and safety equipment with your name.
- If you plan to bring your own power tools:
  - Have the Construction Supervisor inspect them before use.
  - Do not allow others to use them without the Construction Supervisor's permission.

### **Clothing and Personal Items on Active Construction Sites**

- Wear work boots or sneakers that are slip resistant and fully enclose the foot—open-toe and open-heeled shoes are not allowed on site.
- Clothes should not be excessively baggy, as this provides the potential for them to get caught on hand and power tools.
- Long pants are recommended.
- Dress in layers so that you can add or subtract based on weather conditions.
- Only wear clothing that you wouldn't mind tearing, staining, or otherwise damaging.
- Bring sunscreen and wear it!
- Bring water and drink it!
- Bring snacks and lunch if you have not been told otherwise by your organization or SCV HFH.
- Do not forget to bring your inhaler, epipen, or any other necessary medications.

### **Medical Emergencies, Weather, and Unforeseen Circumstances**

- Get a tetanus shot if necessary—adults need a booster every 10 years.
- Let the Habitat for Humanity staff and the people you are working with know if you have a medical condition of which we should be aware (allergies, asthma, heart problems, etc.)

- A first aid kit will be available on site.
- Report all injuries to Habitat for Humanity staff immediately.
- In the case that transport to a medical facility is necessary, a representative from SCVHFH will accompany the individual to the facility.
- We will work in all but the most hazardous weather conditions. If cancellation or rescheduling of a volunteer day is necessary due to weather, we will contact you to let you know as soon as we have made the decision to do so (typically no later than 7:30 am that morning).
- Due to the nature of home building, all volunteer dates are subject to change and cancellation. In the event of changes or unforeseen circumstances that will require a cancellation or rescheduling of your volunteer date, we will contact you to let you know as soon as possible (typically no later than 7:30 am that morning).

#### **Additional Information**

- All volunteers working on site **MUST** have turned in their Liability Waiver and Emergency Contact Information, as well as having viewed the “Volunteering on a Habitat for Humanity Job Site” video.
- **Volunteers on an active construction site MUST be at least 16; 16–17-year-olds must have turned in a signed parental waiver and have a guardian on-site with them at all times.** Volunteers under 18 are not allowed to use power tools.
- Be considerate of the diversity of our volunteers and neighborhood; be mindful of volume, language, and behavior.
- Be a good neighbor—do not leave trash or a mess on site.
- By volunteering on a St. Croix Valley Habitat for Humanity job site, you are giving Habitat for Humanity permission to take and use your photo and/or video on our website, social media, newsletter, and in other forms of media and communication. If you do not want your photo and/or video taken for use by Habitat for Humanity, please let us know before you begin volunteering.

#### **Heat Stress/Illness Prevention**

To prevent the onset of heat-related illnesses in the summer months, St. Croix Valley Habitat for Humanity will:

- Provide all individuals on site with access to drinking water in sufficient quantities at all times.
- Provide all individuals on site with access to shade whenever needed; anyone suffering from heat illness or believing a preventative recovery period is needed may take a shaded break in an open-air or ventilated area at any time.
- When the heat index reaches 100 degrees, all site work will stop immediately. Until that point, work is at the discretion of the Construction Supervisor. The Construction Supervisor will monitor the weather conditions frequently, as well as checking in with individuals to monitor their condition frequently.
- If an individual shows signs of heat illness, 911 will be called and the individual will be assessed by medical professionals for treatment on-site or at a medical facility. In the case that transport to a medical facility is necessary, a representative from SCVHFH will accompany the individual to the facility.

A copy of the complete Heat Stress/Illness Prevention Plan will be available on site or can be sent via email upon request.

#### **COVID-19**

##### **St. Croix Valley Habitat for Humanity Covid Policy Update**

May 25, 2021

Habitat for Humanity, International has updated its Covid Guidelines policy in response to the recent U.S. Centers for Disease Control and Prevention guidelines for safe work practices established to mitigate the spread of Covid-19, most notably the use of face masks, increased hygiene practices and social distancing. As of June 1, 2021, HFHI will no longer recommend affiliates limit on-site and other in-person volunteers, while asking affiliates to adhere to state and local guidelines.

Both St. Croix County and Pierce County (the two counties we serve) have updated their Public Health policies to reflect Covid safety guidelines adopted by the CDC, which state fully vaccinated people are not required to wear a mask in public, nor socially distance, and are allowed to resume activities, indoor and out.

Given CDC, HFHI and county guidelines, **St. Croix Valley Habitat for Humanity** will allow fully-vaccinated volunteers to determine whether they wear masks on site and in the office, under the discretion of the Construction Supervisor and Executive Director. Should a team of volunteers have policies they follow within their company or group settings, and require masks and/or social distancing, these guidelines will take priority. SCVHFH insurance policies exclude coverage for claims caused by viruses. Therefore, if a volunteer hasn't been vaccinated and refuses to wear a mask, SCVHFH may ask that the volunteer opt out of volunteering until they've been vaccinated or will agree to abide by masking guidelines, for the safety of those around them.

- Please do not volunteer if you or someone you are in close contact with has any of the following symptoms:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Fever
- All SCV HFH-owned PPE (such as safety glasses and hard hats) will be thoroughly sanitized after each use.

**St. Croix Valley Habitat for Humanity Contact Information**

Please direct any questions related directly to volunteering to:

Jessie Timme – AmeriCorps Member and Volunteer Coordinator  
 Office: (715) 318-9029  
 Cell: (715) 690-7725  
[community.outreach@scvhabitat.org](mailto:community.outreach@scvhabitat.org)

Kristie Smith – Executive Director  
 Office: (715) 575-8739  
[executivedirector@scvhabitat.org](mailto:executivedirector@scvhabitat.org)

*The need for housing does not discriminate.*

*At St. Croix Valley Habitat for Humanity, an inclusive culture that encourages openness, acceptance and individual authenticity is at the foundation of the work we do together with our homeowner partners, volunteers, staff, board and communities.*

*Equitable opportunity and service is at the heart of our mission. As stewards of Pierce and St. Croix Counties, we envision and work toward a diverse workplace and community that celebrates all races, ages, ethnicities, genders, sexual orientations and physical or mental abilities. Everyone is welcome and everyone should be comfortable being their authentic selves each day.*