



**COVID-19 Exposure Prevention, Preparedness  
&  
Response Plan for Habitat for Humanity - Spokane Operations**

**Habitat for Humanity-Spokane:  
 COVID-19 Exposure Prevention, Preparedness and Response Plan for  
 U.S. Affiliate Operations**

Habitat for Humanity-Spokane 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 and continuation of affiliate operations, we have developed this COVID-19 Exposure Prevention, Preparedness and Response Plan to be implemented throughout Habitat for Humanity-Spokane. The team leader identified below is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. In the event the team leader is unavailable, Habitat for Humanity-Spokane has also appointed a reserve team leader. These individuals have the authority to stop or alter all activities to ensure that work practices conform to the mandatory safety and health requirements applicable to COVID-19 as enacted by federal, state and local authorities.

**COVID-19 Team Leader**

Name	Title	Department	Phone number	Email
Aaron Breen	Operations Manager	Construction	509.847.8091	Abreen@habitat-spokane.org

**Reserve Team Leader**

Name	Title	Department	Phone number	Email
Lindsay Berger	Administration Associate	Human Resources	509.939.9662	Lberger@habitat-spokane.org

This plan is based on currently available information from OSHA, the State of Washington and the CDC and is subject to change based on further information provided by the CDC, OSHA and other public officials. Habitat for Humanity-Spokane also may 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 always set a good example by following this plan. This involves practicing good personal hygiene and 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, Age Discrimination in Employment Act and other Equal Employment Opportunity Commission workplace anti-discrimination laws.

**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 workplaces, we all must play our part. As set forth below, Habitat for Humanity-Spokane has instituted various housekeeping, physical distancing and other best practices for each of our operational areas. 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 the COVID-19 team leader.

Habitat for Humanity-Spokane has adopted each of the following control measures based on preventive guidance issued by Washington State, OSHA and the CDC, 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 hazard control measures in coordination with the COVID-19 team leader.
- 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 your nose and mouth for coughs and sneezes. Wash your hands or use hand sanitizer after.
- Do not use other workers' phones, computers or other work tools and equipment.
- Frequently clean and disinfect common surfaces such as workstations, plan tables, tools and equipment, and other elements of the work environment.
- Use only disinfectants approved by the for use against SARS-CoV-2.
- 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.
- Fatigue.
- New loss of taste or smell.
- 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. See section 10 (X) for more information.

\*An illustrative flow chart explaining what to do for different exposure scenarios will be provided to each employee and posted on site for volunteers and visitors to see

### III. Determination of exposure risk and COVID-19 hazard assessment

Habitat for Humanity-Spokane has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The COVID-19 team leader and site supervisor should both be responsible for the exposure determination.

Habitat for Humanity-Spokane has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk (Caution) Jobs:** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other co-workers. Examples are small offices, small manufacturing plants (with fewer than 10 employees), small construction operations (with fewer than 10

employees), and low-volume retail establishments, provided employees have infrequent close contact with co-workers and the public.

- **Medium Exposure Risk Jobs:** These jobs are those that require frequent or close contact (for example, within 6 feet) with people who may be infected with SARS-CoV-2 but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

**\*As defined by the CDC and OSHA**

Habitat for Humanity-Spokane has categorized its jobs as follows:

(NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.)

<b>Job/task</b>	<b>Exposure risk determination (lower or medium)</b>	<b>Qualifying factors (for example, no public contact, public contact)</b>
Office Volunteers/Staff	Lower Risk	Very minimal to no public contact
Store Volunteers/Staff	Low/Medium Risk	Frequent or close contact with public. Some positions may have less exposure on a carryable basis.
Construction Volunteers / Staff / Contractors	Low/Medium Risk	Volunteers must maintain low risk standards and stay in small socially distance groups. Habitat construction staff may come in contact with public frequently

Additionally, Habitat for Humanity-Spokane has performed a COVID-19 job hazard analysis for each routine and reasonably anticipated task by job title. Certified copies of each COVID-19 job hazard analysis are kept by the team leader, and the analyses are reviewed periodically, after a job change, and after incidents resulting in illness or injury. Changes made to job hazard analyses will be communicated to all affected employees. A blank copy of the COVID-19 job hazard analysis form is available for review in Attachment 3.

#### **IV. 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, Habitat for Humanity-Spokane 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. Habitat for Humanity-Spokane is taking the following steps to protect both volunteers and employees while closely monitoring volunteer operations:

- We have established and continue to monitor information given from state and local authorities to determine current mitigation actions 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 and Habitat Store volunteer numbers will be reduced to ensure strict compliance with physical distancing practices.
- Volunteers may not be permitted to use their own tools on job sites.
- Volunteers will not be permitted on repair projects in order to mitigate homeowner exposure risks.
- Volunteers are required to sign Habitat for Humanity-Spokane's volunteer waiver and to sign in and out before entering and leaving job sites, Habitat Store and the office.

## V. Guidance for future homeowners

Like volunteers, Habitat for Humanity-Spokane considers future homeowners to be 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. Habitat for Humanity-Spokane is taking the following steps to protect both future homeowners and employees while reactivating construction operations:

- We have established and continue to monitor information provided by state and local authorities to determine current mitigation actions 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.
- Drop off and pick up of homeownership brochures, checks, receipts and other documents:
  - Items must be mailed or scanned if possible.
  - Making copies will not be permitted until further notice.
  - If items must be dropped off or picked up:
    - An appointment must be set and communicated to Lindsay Berger prior to the drop off or pick up
    - Instructions must be provided to the homeowners to remain in their vehicle and call the office when they arrive (they should not be ringing the buzzer).
    - Gloves are to be worn by staff members when picking up items.
    - Drop off items are to be immediately sealed in an envelope (or large bag), labeled and dated, and be isolated/quarantined for at least 3 days in the designated file cabinet (larger items can be stored in the supply room).
      - *Set alerts in Basecamp to notify staff when 3-day quarantine is complete.*
- In the event a virtual meeting cannot be held a Homeowner service representative may meet with FHO/Program Applicant in person.
  - FHO's/Program Applicant must sign in, wear a mask, and stay 6' apart from Homeowner Services representative.
  - It is encourage only required individuals attend the meeting. In an event this is not possible a maximum of four individuals plus the Homeowner Services representative (total of 5 people) should me present at the meeting.
  - Area must be clean post meeting. Office sanitizing section.
- All conversations and meetings will be by telephone or virtual meetings when possible.
- No in person classes will be held until further notice. All classes will be virtual.
- Loan disclosures will be issued electronically with electronic document signing to be incorporated. Review of these to be implemented virtually except where special needs (disability or language barrier) require otherwise. If in person is necessary to ensure the future homeowner understands the mortgage process/disclosures, use of Boardroom, face coverings, and 6-foot social distancing will be observed.
- Applicant home visits will be virtual, incorporating the use of virtual meeting platforms.
- Future homeowner walk-throughs will be conducted in person with no more than two representatives of the family (including an interpreter) and one representative of Construction in attendance; 6-foot social distancing will be followed, and all participants will wear face coverings.
- Homeowner closings will be in person at the Title Company with the CAO and the homeowners available in person to ensure documents are properly executed and if required the interpreter remoting in and 6-foot social distancing will be followed, and all participants will wear face coverings
- Information meetings for future homeowners will be virtual, with enhanced technology/video content incorporated as it becomes available. Those needing special accommodations which require attending a meeting in person will be accommodated if possible; participants will be required to wear face coverings and adhere to 6-foot social distancing; prior approval is needed from the Site Supervisor for all in person meetings.

- Orientations and budget coaching sessions will be conducted virtually.

\*Efforts must be made to provide virtual/alternative equity opportunities for Future Homeowners.

## VI. General protective measures

Habitat for Humanity-Spokane has instituted the following protective measures at all workplaces:

### A. GENERAL SAFETY POLICIES AND RULES

- Habitat for Humanity-Spokane has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees, volunteers, contractors and visitors and to isolate them from the remainder of the workforce. Site Supervisors will be responsible for ensuring that all required screening provisions are performed.
  - Any employee, volunteer, contractor or visitor showing symptoms of COVID-19 will be asked to leave the workplace and return home.
  - Habitat for Humanity-Spokane will have employees, volunteers, contractors and visitors answer a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. See Attachment 4 for a copy of the questionnaire.
    - Habitat for Humanity-Spokane employees will be provided a document summarizing:
      - The specific screening process being used by Habitat for Humanity-Spokane.
      - General benchmarks for passing the screening and actions to be taken after an unsuccessful screen.
      - Habitat for Humanity-Spokane's expectations for employees regarding compliance with the screening process, and consequences for refusing to participate.<sup>1</sup>
      - How employee privacy will be protected.
    - Habitat for Humanity-Spokane may determine that taking the temperature of employees, volunteers, contractors and visitors at work sites is appropriate and restrict access based upon temperature readings. As an alternative to taking temperatures at the work site, Habitat for Humanity-Spokane may request that employees, volunteers, contractors and visitors take their own temperatures before coming to the work site. (See Appendix A for additional information.)
  - All in-person meetings will be limited. To the extent possible, meetings will be conducted virtually.
    - In order to use a meeting room prior approval must be received by **Lindsay Berger**.
      - An additional 15-minutes must be added to the end of each meeting scheduled to allow ample time for the meeting driver to disinfectant the meeting room.
  - Employees will be encouraged to stagger breaks and lunches to reduce the size of any group at any one time to less than 3 socially distanced people.
  - Only food and beverages clearly labeled as to their owner will be allowed in the shared refrigerators.
  - Employees should avoid ridesharing. If ridesharing is required because of the nature of the job or task, employees must use adequate ventilation and face coverings at all times while in the vehicle.
  - Employee workstations will be no closer than 6 feet to adjacent workstations. In the event this is not possible, the COVID-19 team lead will apply the appropriate engineered control following a hazard assessment to ensure exposure risk is mitigated.
  - Habitat for Humanity-Spokane is restricting all nonessential travel, including in-person conference events, until further notice.

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<sup>1</sup> **Habitat for Humanity-Spokane** will provide a receipt and acknowledgement form for employees to sign and date. The receipt acknowledges that the employee has read and understands the policies and guidelines as presented in the plan.

- Where possible, Habitat for Humanity-Spokane is increasing total air flow and fresh air intake in indoor environments, and upgrading filters to the highest filtration efficiency that will not reduce designed air flow.

***Additional general safety precautions include (and may be amended):***

## **B. OFFICE VISITORS / STAFF**

- Habitat for Humanity-Spokane is suspending all nonessential visitors until further notice. Signage on the front door will direct visitors to call the main phone number for assistance. Office staff will not open the office door for a visitor unless an appointment has been scheduled prior.
- All essential visitors will be screened before being admitted to the office, by questionnaire and/or temperature screening, in accordance with applicable state and local requirements.
- Habitat for Humanity-Spokane may determine that taking visitors' temperatures at the office is appropriate and may restrict access based on temperature readings. As an alternative to taking temperatures at the office, Habitat for Humanity-Spokane may request that visitors take their own temperatures before coming to the office. (See Appendix A for more information.)
- Office deliveries will be permitted but should be properly coordinated in line with Habitat for Humanity-Spokane's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.
- All office entry doors will remain locked throughout the day.
- All staff able to work remotely should continue to do so. A modified schedule will be supplied to staff staggering the time they can be in the office. Any visits to the office outside the schedule must receive prior approval from the Office Site Supervisor, **Lindsay Berger**.

## **C. TRAINING**

The COVID-19 team leader shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Habitat for Humanity-Spokane will train workers on, at a minimum:

- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, along with the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Workplace infection-control practices.
- The proper use of PPE, including the steps for putting it on, taking it off, and properly disposing of it.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions internally and externally (ex. OSHA).

The COVID-19 team leader shall create a record of the training. The record will list the names of the employees trained, the training date, the name of the trainer, and the content of the training.

## **D. FACE COVERINGS**

Habitat for Humanity-Spokane has reviewed OSHA's workplace classification structure for occupational exposure risk to SARS-CoV-2, CDC recommendations, and state and local mitigation actions. As a result, we are implementing a policy requiring face coverings in all Habitat for Humanity-Spokane workplaces for all work activities.

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.***

## **VII. Job site protective measures**

Habitat for Humanity-Spokane has instituted the following additional protective measures at all job sites:

### **A. JOB SITE SAFETY POLICIES AND RULES**

- Safety meeting will be conducted outdoors at 6' apart whenever possible.
- Employees must avoid physical contact with others and must direct employees, volunteers, contractors and 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.
- Habitat for Humanity-Spokane understands that, because of the nature of our work, access to running water for handwashing may be impracticable. In these situations, Habitat for Humanity-Spokane 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, Habitat for Humanity-Spokane 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.
- Habitat for Humanity-Spokane will divide crews/employees into groups of **NO MORE THAN 5 (this number will be reevaluated weekly and may change any time)** 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, Habitat for Humanity-Spokane 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, Habitat for Humanity-Spokane will have sole discretion in making that alteration.
- In lieu of using a common source of drinking water, Habitat for Humanity-Spokane will provide individual water bottles.
- Portable wash station have been acquired and introduced at every job site
- All individuals who enter a jobsite must sign in and have their temperature taken.
- Sanitizing of all tools, door knobs, gloves, goggles, hard hats and other equipment to take place between each shift.

### **B. WORKERS ENTERING OCCUPIED HOMES**

Repair projects, particularly those that take place inside the home, pose additional risk to Habitat for Humanity-Spokane 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 files and those of the owner. 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 managers/supervisors when determining best practices related to COVID-19.
- 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.
- Habitat for Humanity-Spokane may sign and require owners to sign a COVID-19-specific assumption of risk agreement. This agreement's primary intent will be to align the safety and risk control expectations of both the owner and Habitat for Humanity-Spokane 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.
- Habitat for Humanity-Spokane 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, Habitat for Humanity-Spokane 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 Habitat for Humanity-Spokane'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), Habitat for Humanity-Spokane 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.
  - **Respiratory protection:** 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, Habitat for Humanity-Spokane 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. Habitat for Humanity-Spokane 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.<sup>2</sup>

- 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.
- 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.<sup>3,45</sup>
- Respirators with exhalation valves protect the wearer from SARS-CoV-2 but might not prevent the virus from spreading from the wearer to others (that is, they may not be effective for source control). Workers wearing respirators should:
  - Wear a respirator without an exhalation valve when both source control and respiratory protection are required.
  - In cases where only a respirator with an exhalation valve is available and source control is needed, cover the exhalation valve with a face covering that does not interfere with the respirator fit.

## VIII. Habitat Store protective measures

Habitat for Humanity-Spokane has instituted the following additional protective measures at all Habitat Store:

### A. STORE SAFETY POLICIES AND RULES

- Hand sanitizer, latex gloves and face coverings (if possible) will be positioned at the entrance for customer use. Hand sanitizer will also be positioned at the checkout area for customer use.
- Entrance and exit doors, including glass and handles, will be cleaned and disinfected routinely throughout the day.
- 
- Shopping carts and baskets will be disinfected routinely.
- Gatherings of more than **25% of the buildings max occupancy (77 individuals)**.
- **Groups larger than 5** will not be permitted at the entrance or within the Habitat Store to protect all customers, staff members and volunteers.
- Restrooms will be adequately stocked with regular hand soap, towels, tissue and sanitizer.
- Restrooms will be routinely cleaned and sanitized.
- Cash registers will be placed no less than 6 feet apart.
- Sneeze guards or other mitigation controls (such as a face guard worn by the cashier in conjunction with a face covering) will be used at each Habitat Store checkout area and will be disinfected routinely.
- High-touch areas will be disinfected routinely: Habitat Store phone, cash register, pin pads, counter area, etc.

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<sup>2</sup> OSHA: Enforcement Guidance for Respiratory Protection and the N95 Shortage Due to the Coronavirus Disease 2019 (COVID-19) Pandemic

<sup>3</sup> OSHA: Interim Enforcement Response Plan for Coronavirus Disease 2019 (COVID-19)

<sup>5</sup> 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

- Checkout areas will be delineated with 6-foot markers installed for customer physical distancing.
- Returns should be taken in through the donation center or the pre-established area for disinfecting or quarantine purposes before returning to the sales floor.

***Additional Habitat Store safety precautions include:***

**B. CUSTOMER PROTOCOLS**

- Each Habitat Store leader will set the number of customers that can be effectively managed to enter at any one time and will implement controls approved by the COVID-19 team leader to maintain those numbers. If possible, entrances and exits should be separate doors to reinforce physical distancing
- In order to comply with the Washington mask mandate and restrictions, Store staff will be encouraged to inform all non-mask wearing customers that masks are required in the store at all times. We will provide masks on request as they remain available. According to the mask mandate, staff are allowed to ask if a customer has a medical exemption to wearing a mask, but cannot ask what conditions exist or ask for documentation proving such. If a medical exemption is claimed, staff will encourage the customer to remain socially distant from other individuals within the store at all times. If no medical exemption is claimed and a customer refuses to wear a mask, he/she shall be asked to leave the store.
- Customers will not be subject to screening provisions, but signage will be posted that customers cannot enter the facility if they have symptoms of COVID-19.
- Facial coverings for shoppers will be **required**. If possible, provide facial coverings to those customers who request or don't have one. Signage will also be posted at front entrance that states, "Facial coverings are required while shopping in the Habitat Store."
- Aisles less than 6 feet wide will be assigned as one-way. Floor signage will be apparent and highly visible.
- All staff and volunteers will be encouraged to maintain a social distance of 6' between other individuals, even when masks are worn. Whenever possible, the movement of inventory which would otherwise require two people, shall be done utilizing mechanical advantage, i.e. hand dollies, furniture dollies, pallet jacks, etc., but **the consideration of such must take into account the safest possible method to be used**. Sometimes this will require the assistance of a second individual, in which case the time spent within the 6' distance requirement shall be kept to an absolute minimum.

**C. DONATIONS**

**Donation pickups**

Habitat Store drivers will not enter donor homes in order to minimize exposure risk (for both parties). Donors will be encouraged to place donations in the garage or at the curb. Pickup service operations will include the following protocols at minimum:

- Donors will be advised of any changes to the pickup process via messaging on websites, social media pages, mass email communication and via the Habitat Store logistics manager or donations coordinator.
- Donors will be screened so that there is a verbal confirmation that no one within the donor's household or business has exhibited symptoms of COVID-19 or had close contact with a documented case of COVID-19 for the past 14 days before donations will be accepted for pickup.
- Donors will be informed that Habitat Store staff members will take precautionary measures while on site, including wearing PPE and source control protection (face coverings).
- Staff members will maintain physical distancing protocols when in contact with donors.
- All donation receipts will be provided electronically to promote no-contact protocols with donors.

## Donation drop-off

Accepting donation drop-offs will include the following protocols at minimum:

- Facial coverings, gloves and aprons/vests will be worn by staff members when handling donations at the drop-off point.
- Staff members will maintain physical distancing protocols when in contact with donors.
- Staff members will not enter an enclosed vehicle for loading or unloading purposes.
- Donated items will be marked with the current date, and whether the product has been disinfected will be denoted.
- Larger donated items will be moved to a predesignated area for quarantine (72 hours) or for disinfecting purposes.
- Smaller items will be placed in shopping carts specifically designated for donations and moved to a pre-designated area for disinfecting.
- All staff members who handle donations will ensure proper hygiene practices are followed when in direct contact with donations.
- Allowing donated items to sit outside in the sun for as long as possible (weather permitting) prior to handling, bringing inside, or processing
- When the above method is not possible, smaller donations shall be stored in a gaylord and are not to be processed for a minimum of 72 hours. Until recently, the sheer number of donations has self-regulated this requirement, but with donation counts slowing, gaylords or other containers shall be labeled with a “do not sort before” date.
- For all items which must be processed in a shorter timeframe due to space restrictions, inventory need, customer demand, etc., the disinfectant spray shall be used on all surfaces of the product prior to handling, processing, and moving to the sales floor.
- Staff and volunteers will be encouraged to wash their hands frequently, particularly after handling donations, and the wash sink shall remain accessible and stocked at all times.
- A bottle of sanitizing solution and paper towels will remain near the shopping carts for customer to sanitize cart handles as desired.
- Staff/volunteers will regularly sanitize regularly touched surfaces such as door handles, knobs, countertops, and other surfaces

## IX. Cleaning and disinfecting

Habitat for Humanity-Spokane has instituted routine 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.

- Common areas, including meeting rooms, job site trailers and break/lunchroom areas, will be cleaned frequently — the minimum requirement being twice a day at the beginning and end of a workday. Employees who are 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 workplace must be removed frequently by someone wearing nitrile, latex or vinyl gloves. Disposable PPE will be disposed of only in separate, marked containers.
- Any portable job-site toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. Habitat for Humanity-Spokane will ensure that hand sanitizer dispensers are always filled. Frequently touched items (e.g., door pulls and toilet seats) will be disinfected frequently.
- Restrooms will be adequately stocked with regular hand soap, towels, tissue and sanitizer and will be routinely cleaned and sanitized.
- Vehicles, office equipment, cash registers and job site equipment/tools should be cleaned at least once per day and before any change in driver or operator.

Habitat for Humanity-Spokane will ensure that any disinfection shall be conducted using one of the following:

- A common EPA-registered household disinfectant. (**List N: Disinfectants for Use Against SARS-CoV-2**)
  - An alcohol solution with at least 60% alcohol.
  - Diluted household bleach solutions (if appropriate for the surface).
- Habitat for Humanity-**Spokane** will maintain Safety Data Sheets for all disinfectants used in the workplace.

## **X. Exposure situations and isolation**

### **EMPLOYEE, FUTURE HOMEOWNER OR VOLUNTEER EXHIBITING COVID-19 SYMPTOMS**

If an employee, future homeowner or volunteer exhibits COVID-19 symptoms, that person must remain at home until they have been symptom-free for 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) and at least 10 days have passed since symptoms first appeared. Habitat for Humanity-Spokane will similarly require an employee, future homeowner or volunteer who reports to the workplace with symptoms to return home until they have been symptom-free for 24 hours (one full day) and at least 10 days have passed since symptoms first appeared.

Additionally, Habitat for Humanity-Spokane will not terminate, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

### **EMPLOYEE, FUTURE HOMEOWNER OR VOLUNTEER TESTING 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 workplace. Employees, future homeowners or volunteers who test positive but are asymptomatic may return when at least 10 days have passed since the date of their first positive test. Employees, future homeowners or volunteers who test positive and are directed to care for themselves at home may return when all of the following conditions are met:

1. No fever is present for at least 24 hours 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 10 days have passed since symptoms first appeared.<sup>6</sup>

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 HAVING 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 15 minutes in a 24-hour period (cumulative, not consecutive).

If Habitat for Humanity-Spokane learns that an employee, future homeowner or volunteer has tested positive, Habitat for Humanity-Spokane will contact those co-workers, future homeowners and volunteers who may have had close contact with the sick individual any time after 48 hours before the sick individual showed symptoms. Habitat for Humanity-Spokane 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

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<sup>6</sup> A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.

or supervisor of the close contact. That individual will be expected to self-isolate for 14 days from the date of last contact.

## XI. 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 Habitat for Humanity-Spokane 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 preexisting 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 record keeping 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.** Habitat for Humanity-Spokane will 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 the employee’s 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 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 Habitat for Humanity-Spokane at the time it made its work-relatedness determination. If Habitat for Humanity-Spokane later learns more information related to an employee’s COVID-19 illness, that information will be taken into account in determining whether a reasonable work-relatedness determination was made.
- **The evidence that a COVID-19 illness was contracted at work.** Habitat for Humanity-Spokane 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 people 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 co-worker 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 co-worker, 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, Habitat for Humanity-Spokane 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 Habitat for Humanity-Spokane 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 death or an inpatient hospitalization. If a case is deemed work-related under the current **enforcement guidance** and that case results in death 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, Habitat for Humanity-Spokane 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.”

## **XII. Confidentiality/privacy**

Except for circumstances in which Habitat for Humanity-Spokane is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law. Any medical information recorded during the screening of an employee will be stored separately from the employee's personnel file in their confidential medical files. 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 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). Habitat for Humanity-Spokane 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.

## **XIII. General questions**

Given the fast-developing nature of the COVID-19 outbreak, Habitat for Humanity-Spokane may modify this plan at any time. If you have any questions concerning this plan, please contact Aaron Breen at 509.847.8091 or [abreen@habitat-spokane.org](mailto:abreen@habitat-spokane.org).

**C-19EPPR PLAN REVISION HISTORY**

<b>Date</b>	<b>Explanation</b>
11/23/2020	Finalizing Copy



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

Employers have the option of screening employees for COVID-19 symptoms. Performing screening or health checks will not be completely effective because asymptomatic individuals or individuals with mild nonspecific symptoms may not realize they are infected and may pass through screening. Screening and health checks are not a replacement for other protective measures such as social distancing.

Consider encouraging individuals planning to enter the workplace to self-screen before coming onsite and not to attempt to enter the workplace if any of the following conditions are met:

- **Symptoms** of COVID-19.
- Fever equal to or higher than 100.4 degrees Fahrenheit. \*
- The individual is under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection).
- The individual has been diagnosed with COVID-19 and is not yet cleared to discontinue isolation.

\*A lower temperature threshold (e.g., 100.0 F) may be used, especially in health care settings.

### Content of screening questions

If you decide to actively screen employees for symptoms rather than relying on self-screening, consider which symptoms to include in your assessment. Although, you might not want to treat every employee with a single nonspecific symptom (e.g., a headache) as a suspected case of COVID-19 and send them home until they meet **criteria for discontinuation of isolation**.

Consider focusing the screening questions on “new” or “unexpected” symptoms (e.g., a chronic cough would not be a positive screen). Consider including these symptoms:

- Fever or feeling feverish (chills, sweating).
- New cough.
- Difficulty breathing.
- Sore throat.
- Muscle aches or body aches.
- Vomiting or diarrhea.
- New loss of taste or smell.

### Protection of screeners

Employers can use several methods to protect employees conducting the screening. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others), or physical barriers to eliminate or minimize exposure due to close contact with a person who has symptoms during screening. Examples that incorporate these types of controls for temperature screening include:

- **Reliance on social 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 staff members 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 their 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. The screener's face must stay behind the barrier at all times during the screening.
  - **If performing a temperature check on multiple individuals, make sure that a clean pair of gloves are used for each employee and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, the screener does not need to change gloves before the next check. If non-contact thermometers are used, clean and disinfect them according to the 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 social 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, then put on a face mask, 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 temperature checks are being performed on multiple individuals, make sure a clean pair of gloves is used for each employee and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, the screener does not need to change gloves before the next check. If non-contact thermometers are used, they should be cleaned and disinfected according to the manufacturer's instructions and facility policies.
  - After each screening — or after several screenings if the screener did not have physical contact with an individual — remove and discard PPE and either 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 Habitat for Humanity-Spokane, (“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, Jay Inslee declared a state of emergency in Washington State.

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 they 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.

Habitat for Humanity-Spokane has developed and implemented a COVID-19 exposure prevention, preparedness and response plan for construction. However, Habitat for Humanity-Spokane 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 and 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.

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**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 HABITAT FOR HUMANITY-SPOKANE 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], Habitat for Humanity-Spokane 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 Habitat for Humanity-Spokane for a full recovery during this challenging time.

Habitat for Humanity-Spokane thanks you for your cooperation and understanding during these times. As we move forward, we encourage employees and volunteers to contact [Name, Title] with any concerns or questions by calling [insert phone number] or [insert email].

Sincerely,



Sender Name  
Sender Title

## Attachment 3: COVID-19 Job Hazard Analysis Form and Instructions

### Instructions:

Fill out the form in its entirety. Involve the affected employee or employees in breaking down their job into tasks, which can then be analyzed. Task descriptions should list the exact environment of the task, and identical tasks with different environments should be differentiated. The hazard type for COVID-19 is exposure, with the consequence being contracting COVID-19. The hazard description should describe the means of COVID-19 transmission as applicable given the task description. The hazard controls should address the possible transmission and follow the hierarchy of controls (elimination, engineering controls, administrative controls, personal protection equipment). The use of multiple controls will likely be necessary to successfully abate the hazard. Finally, document any comments or rationale on why certain hazard controls were chosen over others, for example, the limited availability of respirators may be why a face covering and face shield were chosen in lieu of a respirator.

<b>Job Title:</b>	<b>Job Location:</b>	<b>Analyst:</b>	<b>Date:</b>
<b>Task #</b>	<b>Task Description:</b>		
<b>Hazard Type:</b>	<b>Hazard Description and Impact:</b>		
<b>Consequence:</b>	<b>Hazard Controls:</b>		
<b>Rationale or Comment:</b>			

**Attachment 4: COVID-19 Screening Questionnaire**

**1. Have you experienced any of the following symptoms in the past 48 hours:**

- Fever or chills**
- Cough**
- Shortness of breath or difficulty breathing**
- Fatigue**
- Muscle or body aches**
- Headache**
- New loss of taste or smell**
- Sore throat**
- Congestion or runny nose**
- Nausea or vomiting**
- Diarrhea**

**YES NO**

**2. Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?**

**YES NO**

**3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?**

**YES NO**

**4. Are you currently waiting on the results of a COVID-19 test?**

**YES NO**