

## **RT-AFF's COVID-19 Worksite Safety Protocols**

**Every RT-AFF project has a Safety Supervisor. For some small projects, the Team Leader may serve as Safety Supervisor. The Safety Supervisor is a dedicated position for projects with 10 or more volunteers. The Safety Supervisor is responsible for ensuring the safety of volunteers, occupants, and staff at all RT-AFF projects. The Safety Supervisor has authority to send home any volunteer or close down the project if he or she deems the occupants' or volunteers' health to be at risk.**

### **The Safety Supervisor will:**

1. Call the homeowner the day before repairs to check whether any occupant has been ill, had an elevated temperature, or been exposed to someone with COVID-19 within the past two weeks.
2. Ensure the homeowner and any other occupants sign the COVID-19 Acknowledgement/Release.
3. Remind occupants to remain at least six feet away from volunteers as much as possible, and stay in another room well away from repairs to the extent possible.
4. Remind occupants to wear a mask whenever RT-AFF staff, volunteers, or contractors are inside.
5. Designate a bathroom for volunteers to use, if appropriate, in consultation with the homeowner.
6. Have each volunteer sign the RT-AFF Volunteer Attendance Log.
7. Post RT-AFF's Worksite Safety Protocols in plain view at the work site.
8. Ensure volunteers understand all safety protocols. Brief any single new volunteer individually and convene a formal safety meeting if there are two or more new volunteers or a team of ten or more volunteers.
9. Have Personal Protective Equipment (PPE) specified by RT-AFF on site for all volunteers, including extra masks. Secure replacement PPE items from RT-AFF staff as needed.
10. Establish a hand-washing station, either in the designated bathroom or from a hose bibb.
11. Monitor volunteers' adherence to these Protocols and send home any volunteer or close down the project if the Safety Supervisor deems occupants' or volunteers' health to be at risk.
12. At the end of the project, ensure that all trash is disposed of safely.
13. Report any problems encountered or safety concerns to RT-AFF staff.

**The Homeowner will:**

1. Sign RT-AFF's Homeowner Agreement and Release and the COVID-19 Acknowledgment and Release. Other occupants will also sign the COVID-19 Acknowledgment and Release.
2. Inform the Safety Supervisor if, within the past two weeks, any occupant has been ill, tested positive, been in contact with someone that tested positive for COVID-19, or has had an elevated temperature, or any symptoms of COVID-19, such as: coughing, shortness of breath, chills, aches.
3. Identify, in consultation with the Safety Supervisor, a bathroom for volunteers to use.
4. Remain at least six feet away from RT-AFF volunteers and stay in another room, if possible.
5. Wear a mask when RT-AFF staff, volunteers, or contractors are inside the home.

**Every Volunteer will:**

1. Have completed RT-AFF's online training for volunteers, and signed RT-AFF's 2021 Volunteer's Agreement and Release from Liability and COVID-19 Acknowledgment and Release.
2. Not participate in RT-AFF projects if, within the past two weeks, he or she has been ill, tested positive or been in contact with someone that tested positive for COVID-19, has an elevated temperature or any symptoms of COVID-19.
3. Label your water bottle, either one you bring from home or one provided by your team leader.
4. Check-in with the Safety Supervisor, sign the Attendance Log, and participate in any safety kick-off meeting or individual safety briefing.
5. Use the bathroom and hand-washing station designated by the Safety Supervisor.
6. Remain at least six feet away from the homeowner and other occupants and avoid touching their belongings as much as possible.
7. Maintain distance from other volunteers as much as possible when making repairs except when specific repairs demand close collaboration.
8. Wear a mask whenever you are working inside the home.
9. Bring your own tools if you have them and use your own tools as much as possible.
10. Dispose of all trash safely, either offsite or in the homeowner's outside bin if there's room.