

NOTICE:

THIS IS ONLY A SAMPLE. DO NOT USE THIS DOCUMENT WITHOUT FIRST CONSULTING WITH LEGAL COUNSEL.

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INFECTIOUS DISEASE CONTROL POLICY

The purpose of the following policy and procedures are to ensure the safety of all affiliate staff, volunteers, and patrons from the spread of infectious disease. It is the general intent that all staff, volunteers, and patrons should exercise the highest degree of concern for both themselves and others. This includes, “erring on the side of caution” and not performing tasks with which they do not feel comfortable.

A. General

1. Present When Displaying Symptoms of Illness

Individuals are expected to be considerate of their health situation prior to visiting any affiliate property for work, volunteerism, or patronage. Affiliate staff are expected to exercise good judgment and not come to work when exhibiting symptoms of illness. Any affiliate staff, volunteers, or patrons exhibiting symptoms of illness will be required to leave the affiliate property immediately.

2. Reasonable Caution

Affiliate staff are expected to exercise reasonable caution in the performance of their duties so as to limit the spread of infectious disease. “Reasonable caution” should be understood to mean taking measures to limit their physical interactions with others (such as not shaking hands) and reducing the risk of exposure to themselves and others by regularly cleaning their hands, work surfaces, tools, etc.

3. Basic Training

AFFILIATE NAME will provide to all of its staff and volunteers basic training related to the safe and effective use of Personal Protective Equipment (PPE) and other necessary protocols (such as hand washing, disinfecting of surfaces, etc.) in order to limit the spread of infectious disease. It is the responsibility of any staff or volunteer who does not feel they have adequate knowledge of such procedures to notify **AFFILIATE NAME** immediately in order to receive training.

B. ReStore Procedures

1. “Social distancing”

The **AFFILIATE NAME** ReStore shall limit its retail activity to only **NUMBER** of people (including ReStore staff and volunteers) being present within the ReStore at any given time. Likewise, the ReStore shall remain in a configuration so as to allow customers to maintain a distance of six feet (6’) from each other at any given time. Proper signage shall be displayed at all times to encourage customers to remain at a safe distance from one another and a permanent, solid barrier (such as a plexiglass shield) shall exist between the customers and the staff performing check out functions.

2. Personal Protective Equipment (PPE)

AFFILIATE NAME provides the following PPE to its staff and volunteers: particulate respirators and/or protective face coverings, disposable non-latex gloves, and disinfecting hand sanitizer. **AFFILIATE NAME** staff and volunteers are expected to utilize PPE at all times while

in the performance of their duties and to err on the side of caution in utilizing PPE. **AFFILIATE NAME** shall maintain a minimum two (2) week supply of PPE for all staff.

3. Loading and Unloading

In addition to other safe lifting practices, **AFFILIATE NAME** staff shall exercise the highest degree of caution when loading or unloading objects for customers and donors. Staff and volunteers shall not enter a customer or donor's place of residence without first receiving verbal permission to do so from the customer/donor, nor should staff or volunteers enter the residence if they do not feel it is sufficiently safe to do so. While in the residence, **AFFILIATE NAME** staff and volunteers will maintain the use of protective face coverings and gloves. Upon exiting the residence and/or loading or unloading a vehicle, staff and volunteers shall utilize proper disposal of PPE and either wash their hands or utilize disinfectant hand sanitizer.

4. Signage

AFFILIATE NAME shall maintain adequate signage to notify all customers and volunteers of areas that are strictly limited to **AFFILIATE STAFF** only. Likewise, adequate signage shall be placed throughout the ReStore to notify all present of **AFFILIATE NAME** policies related to "social distancing", cleaning and disinfecting, and available PPE.

5. Disinfecting

AFFILIATE NAME staff shall routinely disinfect the ReStore throughout the day (including before opening and after closing). These disinfectant procedures shall include, but not be limited to: thoroughly cleaning and disinfecting all floor surfaces, cleaning and changing of any air purifier filters, and applying disinfectant to all additional surfaces and relevant products.

C. Build Site Procedures

1. "Social distancing"

The practice of safe "social distancing" (remaining at least six feet (6') from another individual may not at all times be possible in a construction environment. However, staff and volunteers are expected to utilize discretion and attempt to maintain this minimum safe working distance whenever possible.

2. Signage

AFFILIATE NAME shall maintain at its build sites adequate signage to let anyone present be aware of "social distancing", disinfecting, and PPE requirements. These signs shall be highly visible and referred to during the daily safety briefing.

3. Hand Wash Station

AFFILIATE NAME shall maintain a simple hand washing station at each of its build sites to allow staff and volunteers to adequately clean their hands throughout the work day. This station will include some form of clean, running water (including a gravity-fed mechanism), antibacterial soap, a disposable method of water removal (e.g., paper towels), trash receptacle, and hand sanitizer.

4. Disinfecting

All **AFFILIATE NAME** staff and volunteers will practice routine build site disinfect and decontamination. This shall include, but not be limited to: regular cleaning with disinfectant of all build site surfaces (such as exposed concrete floors), disinfecting of hand and power tools before and after use, and regular disposal of all waste products (e.g., paper cups used by volunteers to drink water, paper towels used to dry hands, etc.) in a safe manner.