

These guidelines are subject to change as directed by the Commonwealth of Pennsylvania.

1 March 2021



## Good Works Operations Guidelines during COVID-19

Good Works, Inc. has operated throughout the COVID-19 crisis in accordance with the processes and procedures defined by the Governor of Pennsylvania and guidelines of the Centers for Disease Control (CDC).

Volunteerism is a choice! The level of participation by a group or individual is at their discretion. This includes discretion of where (interior/exterior) they are willing to work.

As a volunteer, you should not participate in a workday if; 1) you are experiencing virus-like symptoms, including a body temperature over 99 degrees in the past 72 hours, 2) have been exposed to a person who is known or believed to be infected with COVID-19 in the past 14 days, or 3) have traveled outside of the U.S. in the past 14 days.

Homeowners must agree to volunteers working in and/or around their home. No work should be completed without that approval. Use the Homeowner Notification Guidelines when contacting homeowners of an upcoming workday.

As a general rule, volunteer numbers should be limited to ten at a home, especially if the majority of work is on the interior. Outdoor work can justify larger numbers.

It is important to understand the sensitivity of the homeowners and fellow volunteers to the COVID situation. Ask and then comply in a manner that helps them feel safe.

Warehouse gatherings are approved, but masks should be worn and social distancing observed to the maximum extent practical.

Social distancing and face masks are required to the extent practical on the job site. Use of gloves and regular hand washing are highly encouraged. Volunteers are expected to provide their own PPE, but a mask will be available if a volunteer forgets to bring their own. Homeowners are requested to wear masks when volunteers are working inside. Good Works can provide homeowners with a mask if necessary.

Lunch preparation and delivery on Saturday workdays is approved. Volunteers may choose to bring their own lunches and water bottles.

It is recommended that work spaces at the worksite be sanitized by washing down surfaces with disinfecting cleaners at the beginning and end of the workday. Tools should also be wiped down at the end of the workday.

Pandemic Safety Officer (PSO). Each work site should identify someone to serve as the PSO. Their job is simply to ensure that the aforementioned guidelines are being observed.

**Note:** Good Works reputation in the community is contingent on everyone acting in a safe and responsible manner. Please make it a priority to follow these guidelines for the comfort and safety of everyone involved.