ReStore COVID-19 Policy

Revised July 15, 2020

This policy is to provide the framework and guidelines for the ReStore to serve the public in compliance with federal, state, and county restrictions and guidance policies that are currently in effect and as they are modified from time to time. This policy will remain in effect until all federal, state, and county COVID-19 compliance requirements and restrictions are removed. ReStore management will ensure that every reasonable effort is made to promote the health and well-being of store patrons, donors, staff, and volunteers associated with ReStore operations.

Deschutes County Reopening in Phases

ReStore management will monitor the County Website (https://www.deschutes.org/health/page/covid-19-planning-safe-reopening) to ensure that ReStore practices and procedures are compliant with all current requirements and restrictions on a continuing basis.

Health and Safety Procedures: ReStore Patrons

ReStore management, staff, and volunteers will follow required and reasonable measures to promote the health and safety of store patrons and members of the public generally who come on to ReStore premises. These measures include, but are not limited to, the following:

- Signage as provided by Deschutes County and as developed by Habitat La Pine Sunriver will be placed at entry points to request customers/visitors not to enter the ReStore if they are unwell or have COVID-19 symptoms.
- Store entrance and exit will be monitored to ensure physical distancing.
- Face coverings must be worn by all staff, volunteers, and individuals entering store premises. When outside, facial coverings must be worn when physical distancing cannot be maintained.
- Customer lines will be managed to require physical distancing both inside the store and outside on ReStore property. One-way aisles will be directionally indicated throughout the store and various buildings outside.
- Floor markings and other directional signage will be used to ensure compliance with physical distancing, particularly in more crowded areas, such as service counters and cash registers.
- The ReStore Manager will serve as the safety enforcement officer with responsibility to monitor and enforce physical distancing, number of persons who can be in the store for shopping, ensure that hand-sanitizing stations are available as needed, encourage (but not require) visitors to the
store to wear cloth or appropriate face coverings (provided at no cost) and dispose of them when exiting the store, and to perform other duties relative to health and safety as required. Gloves will also be provided to the public at no cost.

- In the event of any disturbance created by a member of the public while on ReStore premises, and particularly where the safety or well-being of any and all present at the time of such disturbance is threatened, the ReStore Manager will call 911 for assistance from the Deschutes County Sheriff’s office. If for any reason the ReStore Manager is unable to call for law enforcement assistance, the nearest available ReStore staff member will be authorized to call 911. If necessary, the ReStore Manager is authorized to close the store to public access until law enforcement has arrived and given approval to resume normal business operations. Any incident of disturbance as referenced in this section will also be reported immediately to the Executive Director.

- All contact surfaces will be sanitized hourly at a minimum and more frequently if required.
- Protective screens will be installed in appropriate areas, physical distancing will be enforced, and other reasonable steps will be taken as appropriate to reduce the risk of spreading the Corona virus.
- Protocols for the loading and unloading of items will be developed and followed to promote health and safety of all coming on to ReStore premises.
- Where possible and feasible, curbside pick-up or delivery will be used.

These measures will be modified as needed to ensure compliance with federal, state, and county regulations and requirements.

**Store Sanitization Protocols**

The following measures will be followed to ensure that the store and surrounding environment are regularly sanitized to promote the health and safety of all who are on ReStore premises.

- Upon opening and closing, the store will be sanitized using a diluted bleach cleaner or comparable solution and clean cloths.
- Throughout each shift, high traffic areas will be sanitized hourly, or more frequently if necessary. This includes, but is not limited to, the front counter, cash register/card reader, door handles, shelving, and furniture.
- Hand sanitizer will be available for all staff, volunteers, and patrons/visitors at the entrance, exit, and throughout the store as needed.
- Disposable face coverings will be available for customers who do not bring one with them. Gloves will be available as well.
- All incoming donations will be quarantined for an appropriate period (as determined by county guidelines and good health practices) before being sanitized and sold to the public.

These measures will be modified as need to ensure compliance with federal, state, and county regulations and requirements.
Health and Safety: ReStore Staff and Volunteers

ReStore staff and volunteers will follow required measures to promote the health and safety of all. The needed personal protective equipment (PPE) and sanitizing items will be provided to all staff and volunteers. The measures to be followed by staff and volunteers include, but are not limited to, the following:

- Any employee or volunteer who feels ill or shows any of the COVID-19 symptoms will report to the ReStore Manager by phone and stay home for a two-week period or longer if required.
- A general health check, including checking temperature for signs of fever, will be administered to each staff member and volunteer at the beginning of each business day before commencing any work activity.
- Washing/sanitizing hands before commencing work activities will be required for all staff and volunteers.
- A clean cloth face covering will be worn by all staff and volunteers daily during hours of operation.
- Face-to-face contact will always be avoided.
- Protective gloves will be worn as needed and hands will be washed/sanitized at frequent intervals.
- Physical distancing protocols will always be followed. Where less than the required distancing occurs, such as sharing a vehicle or moving heavy items, face shields will be worn.
- The break room will be available to staff and volunteers on a one-person only basis until Deschutes county has reached Phase 3. The break room will be sanitized after each person’s use of the room.

These measures will be modified as needed to ensure compliance with federal, state, and county regulations and requirements.

Worksite Exposure Situations

Person(s) Exhibiting COVID-19 symptoms:

If an employee, volunteer, vendor, or visitor exhibits COVID-19 symptoms, he/she must remain at home until he/she is symptom free for a minimum of 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). To the extent practical, employees are required to obtain a doctor’s note clearing them to return to work.

Person(s) Testing Positive for COVID-19:

A person that tests positive for COVID-19 will be directed to self-quarantine away from work/the jobsite. Employees that test positive and have been hospitalized or asked by a medical professional to self-quarantine may return to work when directed to do so by their medical care provider. HFHLPS will require an employee to provide medical documentation clearing their return to work.

Person(s) Encountering Close Contact with a Positive-Tested Individual:
Person(s) that have come into close contact with a confirmed-positive COVID-19 individual (coworker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet or less for any period of time more than simply passing by. If HFHLPS learns that a person on-site has tested positive, an investigation will be conducted into other individuals that may have had close contact with the confirmed-positive person in the prior 14 days. HFHLPS may direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee/vendor/volunteer/visitor learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

Suspected Cases for Person(s) With Limited/No Access to Medical Care and/or Virus Testing:

If access to medical care is limited or not an option for an individual who suspects they are COVID-19 positive, the individual must notify a HFHLPS employee as soon as possible. HFHLPS Management will review the appropriate course of action on a case-by-case basis. If virus testing is not made available to an individual via a health care provider, the individual must notify a HFHLPS employee as soon as possible and Management will review the appropriate course of action on a case-by-case basis.

**OSHA Recordkeeping**

If a confirmed case of COVID-19 is reported, HFHLPS will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the inpatient hospitalization of one or more employees. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, HFHLPS will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.
HFHLPS’s assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, HFHLPS will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

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Print Name                                Date

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Employee/Volunteer Signature