



COVID-19 Vaccination and Mask Policy

Effective date: January 10, 2022

Initial adoption date: November 19, 2021

Scope: This policy applies to all HFHCC Staff and Volunteers.

1. Purpose

In accordance with Habitat for Humanity International and the Centers for Disease Control and Prevention (CDC) guidelines, Habitat for Humanity Corpus Christi, Inc. (HFHCC) adopts a policy which identifies the basis of implementing COVID-19 measures in the workplace. HFHCC is committed to fostering the health and safety of its employees, volunteers, and members of the community whom we serve and come into contact with while performing activities related to our Mission. This policy has been adopted in furtherance of that commitment.

2. Policy

A. Vaccination Requirements

- I. As of January 10, 2022, the following individuals are required to be fully vaccinated (except where such a requirement is prohibited by local law):
 - All employees, interns, contractors and volunteers who need, are required or desire to enter any HFHCC facility (including without limitation offices, warehouses, and ReStores)
 - All employees and volunteers who need, are required, or desire to travel on HFHCC business
 - All employees and volunteers who in the course of their work responsibilities come into contact with other employees or volunteers, other Habitat organizations, or the public

Employees and volunteers who fall into any of the above categories currently, or who will fall into any of the above categories in the future (e.g., when travel or interaction with the public is required) are subject to this vaccination requirement.

Employees are strongly encouraged to get vaccinated and must continue to follow HFHCC's COVID-19 control procedures at all times until specifically advised by HFHCC that they may stop doing so.

HFHCC volunteers subject to this policy means volunteers in programs organized or managed directly by HFHCC, including, for example, Disaster Corps, the long-term U.S. Volunteer Program, RV Care-A-Vanners, the HFHCC-owned ReStore, and U.S. sending program Global Village trips to any location.

Consistent with guidance from AmeriCorps, AmeriCorps National/VISTA members must adhere to the requirements of their respective local affiliate host sites. All AmeriCorps members are nevertheless strongly encouraged to get vaccinated.

ii. Full Vaccination. “Fully vaccinated” for purposes of this policy means having received all recommended doses of a COVID-19 vaccine that has been fully approved by the Food and Drug Administration (FDA) or approved by FDA under Emergency Use Authorization plus applicable waiting time, e.g., two weeks following the second shot of the two-dose Moderna or Pfizer-BioNTech vaccines or two weeks after the single-dose Johnson & Johnson vaccine, or other recommended dosage of a vaccine that has been approved by the CDC or the World Health Organization.

iii. Proof of Vaccination. Employees and volunteers who are vaccinated against COVID-19 must provide proof of vaccination to the Executive Director and should only provide a record of their COVID-19 vaccinations, not a record of other vaccinations or medical history. HFHCC will maintain records of COVID-19 vaccination for the purpose of monitoring compliance with this policy. HFHCC will store the vaccination records separately from the general personnel file and protect the records from unauthorized disclosure.

By submitting vaccination records to HFHCC, individuals attest that such records are genuine and valid. Submission of false records will be grounds for termination of employment.

B. Medical and Religious Exemptions

Exemptions from the COVID-19 vaccination requirement may be granted to employees with medical conditions that preclude them from taking the vaccine, employees incapable of receiving the vaccine because of a sincerely held religious belief, and as otherwise required by law. Employees requesting an accommodation based on a medical disability or sincerely held religious belief must complete and provide EEOC religious accommodation request form with sufficient information and/or documentation to support the requested accommodation. Each request for accommodation will be evaluated individually in accordance with HFHCC’s equal employment opportunity policies and applicable law.

C. Consequences for Violation of Policy

It is the responsibility of all employees to comply with this policy. Violation of this policy will result in disciplinary action, up to and including termination of the individual’s employment relationship with HFHCC.

D. Updates and Related Protocols

HFHCC will continue to monitor developments relevant to the implementation of this policy and may revise as necessary and appropriate to protect the health and safety of its employees, volunteers, and operations. HFHCC may also develop related protocols for the implementation of this policy.

E. CDC Quarantine Guidelines Updated

The CDC announced updated [quarantine and isolation guidance](#). The isolation period for COVID was reduced from ten days to five days as long as the individual has no symptoms, or their symptoms are resolving after five days. CDC also no longer recommends that an individual have a negative COVID-19 test before ending their isolation period.

For people who have been exposed through close contact with someone with COVID, whether quarantine is recommended now depends on whether an individual has received a booster and how long it has been since an individual completed their vaccination series. For people who are unvaccinated or received their second mRNA dose (Pfizer or Moderna) more than 6 months ago or the J&J vaccine more than 2 months ago, and have not received a booster shot, the CDC now recommends quarantine for 5 days, followed by 5 days of masking. For people who have received their booster shot or who have recently completed their primary vaccine series, the CDC does not recommend such individuals quarantine following an exposure, but the CDC does recommend they wear a mask around others for 10 days.

The CDC also recommends that everyone who has been exposed to COVID, regardless of vaccination status, be tested on day 5 following the exposure if possible. Finally, everyone who either has COVID-19 or was exposed to someone with COVID should wear a mask for 10 days.

VIII. Habitat ReStore protective measures

HFHCC has instituted the following additional protective measures at all Habitat ReStores:

A. RESTORE 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** will not be permitted at the entrance or within the Habitat ReStore 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 ReStore checkout area and will be disinfected routinely.
- High-touch areas will be disinfected routinely: Habitat ReStore phone, cash register, pin pads, counter area, etc.
- 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 ReStore safety precautions include:

B. CUSTOMER PROTOCOLS

- 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 **requested**. If possible, provide facial coverings to those customers who request or don't have one. Signage will also be posted at front entrance.
- Aisles less than 6 feet wide will be assigned as one-way. Floor signage will be apparent and highly visible.

C. DONATIONS

Donation pickups

Habitat ReStore drivers will not enter donor homes without wearing a mask 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 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 ReStore 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.

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.
- All staff members who handle donations will ensure proper hygiene practices are followed when in direct contact with donations.