
Rebuilding Together Northeast Ohio Staff Wellness Policy Guidelines

Rebuilding Together Northeast Ohio (RTNEO) prioritizes the health and safety of homeowners, contractors, volunteers, and staff. With the spread of the coronavirus or “COVID-19,” we all must remain vigilant in mitigating the outbreak and protecting one another.

In order to be safe and maintain operations, we have developed the Wellness policies outlined below to be implemented throughout the organization and at all of our work sites. RTNEO has also developed COVID-19 Exposure Prevention Policies for Contractors, which are available upon request. RTNEO will seek to follow all applicable and relevant government recommendations and may update the above policies at any time.

- RTNEO will suspend all home repair activities unless the homeowner has given express written consent for those activities to continue.
- Homeowners authorizing home repairs are releasing RTNEO, its contractors, its directors, and officers from any liability or claims that may arise from exposure to pathogens due to home repair activities.
- Homeowners will notify RTNEO immediately if they or any other resident has tested positive or has been in contact with someone that tested positive for COVID-19.
- RTNEO staff and contractors will try to avoid physical contact with homeowners to the maximum extent possible.

In addition, RTNEO staff members agree to:

- Staff will notify RTNEO immediately if they or any other resident at their home has tested positive or has been in contact with someone that tested positive for COVID-19.
- RTNEO Staff agrees to NOT report to work while they are experiencing illness symptoms such as gastrointestinal illness (stomachache, diarrhea, vomiting) fever, cough, or shortness of breath. If staff begins feeling symptoms during the day, they will notify their supervisor and leave work immediately.
- When using common area items such as copier, printers and postage meters clean all surfaces in the work area with Lysol or Clorox (or similar) wipes. Also, clean commonly touched surfaces including doorknobs/levers, light switches, bathroom countertops, sinks, faucets, toilets
- If employee is to contact a homeowner, it will be done by phone whenever possible.
- When traveling to a job site or other work required location employees must travel separately.

Main Office: 788 Donald Ave., Akron, Oh 44306 - North Office: 5351 Naiman Parkway, Suite C, Solon, Oh 44139

- In the event there is paperwork for the homeowner to sign the RTNEO staff member will wear gloves and will place the paperwork at the front door of the homeowner and notify them by phone when they have moved six feet away. Homeowner should sign all paperwork and place back in the envelope and put on the porch. Once the homeowner has closed the door the RTNEO staff member may pick up the paperwork.
- Handling of the homeowner paperwork once in the office should be determined by the Housing Director.
- RTNEO employee agrees to wear a face mask whenever closer than six feet to any other person during the workday, including, but not limited to co-workers, outside contractors, homeowners and volunteers.
- Employee agrees to have temperature checked at the start of each workday by another RTNEO staff member.

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Homeowner WELLNESS GUIDELINES

Rebuilding Together Northeast Ohio Homeowner Wellness Policy Guidelines

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In order to be safe and maintain operations, we have developed the Wellness policies outlined below to be implemented throughout the organization and at all of our work sites. RTNEO has also developed COVID-19 Exposure Prevention Policies for Contractors, which are available upon request. RTNEO will seek to follow all applicable and relevant government recommendations and may update the above policies at any time.

I understand that I will need to sign and return a copy of this notice in order for RTNEO to proceed with the home repair activities at my home. If I choose to delay work on my home, I understand that RT will try to keep me in its project pipeline, but cannot guarantee that it will be able to do so or that home repair services will be available at that time

- RTNEO will suspend all home repair activities unless the homeowner has given express written consent for those activities to continue.
- Homeowners authorizing home repairs are releasing RTNEO, its contractors, its directors, and officers from any liability or claims that may arise from exposure to pathogens due to home repair activities.
- Homeowners will notify RTNEO immediately if they or any other resident has tested positive or has been in contact with someone that tested positive for COVID-19. Homeowners will also notify RTNEO staff if any member of the household is experiencing one or more of the following symptoms: coughing, fever, shortness of breath, difficulty breathing, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, or runny nose.
- RTNEO staff and contractors will try to avoid physical contact with homeowners to the maximum extent possible.
 - Conversations with homeowners will be limited to electronic or phone conversations to the extent possible.
 - Should in-person conversations be necessary, those conversations will take place at a minimum of six feet distance to the extent possible.
 - When homeowner signatures are required, RTNEO will attempt to obtain electronic signatures. If that is not possible, RTNEO will deliver documents to be

signed via USPS. Homeowners will return signed documents in the stamped envelope provided.

- When documents need to be collected from homeowners (such as copies of deeds, proof of income eligibility), those documents will be left at a mutually agreed upon location in the home for RTNEO staff to take photos.
- Homeowner agrees to stay six feet away from any RTNEO representatives (volunteers, staff or contractors) performing repairs on the home, in a separate room from repairs being made when possible.
- If possible, homeowner agrees to wear a face mask when RTNEO representative are on site. If homeowner does not have one RT will provide.
- Homeowner understands that RTNEO will provide a porta potty and hand sinks on volunteer rebuild days so they will not use the home's facilities
- Homeowner understand that any RTNEO contractors are not to use the homes facilities.
- Homeowner is encouraged to wipe down any surfaces a RTNEO member may have touched with antibacterial cleaning products after repairs are completed.

_____ I authorize the following repairs at my home:

1. _____
2. _____
3. _____
4. _____
5. _____

(Additional Repairs Listed on Attached Sheet)

Homeowner Signature: _____

Address : _____

Date: _____