

Build A Bus Home (BABH)

Operations: Tables 3, 4, & 5

The following tables summarize the tasks, general procedures, and COVID-19 procedures from a volunteer viewpoint.

Table 3: Site Set up Tasks and Procedures

<u>Site Set-up Task</u>	<u>Summary of general procedures</u>	<u>COVID-19 response procedures</u>
Mechanical set-up, including supervisor and assistants	Positioning of equipment, connecting of hoses and pumps, connecting to water source, setting up of generator and lights (if needed), tape off area for security, set up signage	Maintain social distancing, and wearing of masks
Welcome area set-up	Set up of welcome tent and table, information for guests: sign-in sheets, set up storage for personal property, set up signs	Orientation for masks, gloves and smocks (if available), social distancing, setting social distance markers
Shower assistant's set-up	Follow written volunteer directions	Orientation for masks, gloves and smocks (if available), social distancing

Table 4: Site Intake Tasks and Procedures

<u>Site Intake Task</u>	<u>Summary of general procedures</u>	<u>COVID-19 response procedures</u>
Greet Guests at welcome booth	Welcome guests, Review, agree and sign site agreements	Maintain wearing of masks, gloves and smocks, social distancing, state COVID-19 procedures
Check in, complete forms and screen for symptoms, take temperature	At FCC sign-up and intake forms will be completed prior to BABH volunteer arrival. At other locations: Sign site agreements, collect weapons (ie, knives longer than 2" and guns), store personal property in locking storage container	Wearing of masks, gloves, and smocks At FCC guests are pre-screened by IFW staff At other locations - Check temperature and review symptoms - If positive for symptoms, refer to local clinics
Shower scheduling if no symptoms	Schedule shower time for guest and issue appointment card	

Build A Bus Home (BABH)

Operations: Tables 3, 4, & 5

Guest Check-in at welcome tent	Receive appointment card, collect weapons (ie, knives longer than 2", guns), and store personal property in secure location, give hygiene bag.	Wearing of masks, gloves and smocks (if available), maintain social distancing, setting social distance markers
Shower Management	<p>Explain shower procedures to guests. Direct guests to showers. Guests will be escorted to the trailer entrance where guest removes shoes prior to going into the trailer. Assistant will direct guest to a designated shower #. Assistant will indicate where guests can put their clean clothes. Assistant will give guest a 10-minute alert prior to when their shower time is up.</p>	Wearing of masks, gloves and smocks, maintain social distancing, spacing of entry line, spacing of showers

Table 5: Site Checkout and Recording Tasks and Procedures

<u>Site Check-out and Recording Task</u>	<u>Summary of general procedures</u>	<u>COVID-19 response procedures</u>
Guest Check-out at Welcome tent	Return personal belongings, give guest <i>optional</i> survey form to fill, provide give-away package	Wearing of masks, gloves and smocks, social distancing
Record Keeping	Record number of guests by date and category and enter information into the computer in the office. Record survey responses. Use data from shelter records, if available	

Note Briotech is a product based on Hypochlorous Acid (HOCL), a chemical produced by the human body which is skin-friendly and kills a wide range of bacteria and viruses (see Briotech.com) This is being supplied for free by our sponsor Briotech. A 1 oz spray bottle of Briotech product will be provided for guests in the give-away package