



COVID-19 PROTOCOL

For use at 100 Hometowns project sites.

Based on CDC guidelines.

Last updated 6/1/21

Internal Use Only

OVERVIEW

Included in this document are protocol and communication guidelines pertaining to COVID-19. At every 100 Hometowns project, Points of Light and Grant Project Managers **must** continually monitor and assess the impact of COVID-19 in the community and ensure that all guidance from state and local authorities is followed. **Lowes must be notified if anyone working on a 100 Hometowns project tests positive for COVID-19.**

PROTOCOL

The following protocol is recommended based on directives from the CDC about preventing the spread of COVID-19. It is intended to serve as guidance for Points of Light and Grant Project Managers when working on a project for Lowe's 100 Hometowns. This protocol is broken down into three phrases: **Pre-Project, On-Site, and Post-Project.**

Pre-Project

Before any projects begin, it is recommended that Grant Project Managers:

- monitor latest infection rates via the [CDC COVID Data Tracker](#), as well as guidelines from [local health authorities](#)
- review on-site guidelines (page 3) and make necessary arrangements, including:
 - confirm or receive delivery of PPE and cleaning supplies for project sites
 - arrange for project site cleaning service
 - determine food service needs for project site
- print and prominently display color copies of the following CDC-provided signage at project sites:
 - ✓ [Practice Social Distancing and Wear a Mask](#)
 - ✓ [Stop the Spread of Germs](#)
 - ✓ [Wash Your Hands](#)
 - ✓ [Masks Protect You and Me](#)
 - ✓ [Feeling Sick? Stay Home](#)

On-Site | Healthy & Safety Guidelines

- **New PPE and hand sanitizer must be made available daily.**
- Anyone on-site should:
 - wear a face mask or approved face covering and gloves,
 - maintain 6 feet of distance from others,
 - wash hands frequently for at least 20 seconds,
 - avoid handshakes.
- Projects should be equipped with labeled disinfectant wipes and spray and covered garbage cans.
- Shared workspaces, tools, and high-touch surfaces should be disinfected between uses by different people.
- Restrooms should be cleaned and disinfected twice per day, including at the end of the workday.
- Meal breaks should be on a staggered schedule and socially distanced. Outdoors is preferred, if possible. Meals and utensils provided on-site should be pre-packaged.

On-Site | Positive Test Protocol

- **Anyone participating in the project who feels sick should stay home.**
- If anyone becomes sick on-site, they **must** notify the Grant Project Manager immediately and make arrangements to go home.
 - If anyone shows symptoms of COVID-19, they should get tested and remain at home while awaiting test results.
- If anyone tests positive while working on the project, they **must** contact the Grant Project Manager and not return to the project site for a minimum of 10 days since the date of the positive test. **Grant Project Managers then must:**
 - notify everyone on-site about possible exposure,
 - determine if work on-site can safely proceed,
 - notify and provide updates to Lowe's 100 Hometowns COVID-19 escalation managers, **Pedro Chen** (yupu.chen@lowes.com) and **Lorraine Fisher** (vc.lorraine.fisher@lowes.com).

Post-Project

Points of Light and Grant Project Managers are expected to stay in communication with on-site volunteers and notify Lowe's 100 Hometowns COVID escalation managers if anyone tests positive within 14 days after completion of a project.