



Donation Center Health & Safety Policy* **(For All Employees, Volunteers & Clients)**

WELCOME BACK!!!

Our tradition at Working Wardrobes over the past 30 years has always been to keep the people we serve first in our minds. That same tradition informed the new protocols we have worked on, while sheltering at home, to ensure your safety, as well as an amazing experience, when you visit to any of our operations – our Donation Center, our resale shops and our Career Success Center.

The safety protocols below indicate how we will operate so that our clients, our donors, our volunteers, our customers and our staff can be confident in our services and facilities.

Please know how very grateful we are to welcome you back! We will continue to find ways to safely and effectively offer our support to those who need us, as we navigate this new environment together.

*Sincerely,
Jerri Rosen, Founder & CEO
Justin Frame, Chair, Board of Directors*

A. Social Distancing

- Donors, staff, clients and volunteers will be staggered and/or spread out to meet the CDC Social Distancing & Health Policy Guidelines maintaining at least 6' of space between individuals.
 - Social distancing posters and floor markings will guide flow and safe behavior.

B. Protective Gear

- Donors will be required to wear a face mask before approaching the building.
- Signage requiring regular handwashing, personal hygiene, wearing gloves and face masks will be posted throughout all common area, restrooms and highly trafficked locations.
- All staff, clients and volunteers must wear masks or other face coverings over the nose and mouth in accordance with CDC and OSHA recommendations.
 - Cloth or disposable face masks and disposable gloves will be provided for all staff, clients and volunteers as needed.
 - All employees and volunteers must wear gloves when handling donated products.
 - Disposable masks and gloves must be properly discarded after use.

C. Health

- Donors, clients, staff and volunteers that are unwell or are exhibiting COVID-19 symptoms (i.e., fever, cough, or shortness of breath) should stay home except to get medical care.
 - Any donor, client, staff or volunteer that exhibits COVID-19 symptoms onsite will be immediately sent home.
 - Donated items should not be accepted from anyone exhibiting COVID-19 symptoms or disclosing that they were/are positive with the COVID-19 virus.
 - Staff that are aware of a COVID-19 positive donor must notify their supervisor immediately.
- All staff, clients and volunteers at all locations will complete a temperature check in accordance with Working Wardrobes' Temperature Check Procedure prior to entry.

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

D. Sanitization

- Nothing that is donated in garbage bags can be accepted.
 - Clothing cannot be accepted if it is not already clean and on hangers.
 - Shoes, purses, ties, scarves, belts, jewelry etc. should be delivered in open boxes or paper bags.
- Sanitation shields will be installed at check-in points.
- iPads must be disinfected between each use.
- All items in the Donation Center handled by donors, staff and volunteers must be disinfected or quarantined for one week (7 days) prior to re-stocking and/or re-use. All measures should be taken to limit the persons handling/processing donated items.
 - Disinfecting equipment such as ultraviolet sanitizing wands and sanitizing machines will be used to disinfect and sanitize clothing and items received.
 - Any items handled throughout the Donation Center that cannot be disinfected or washed in accordance with CDC cleaning and disinfection guidelines must be quarantined for one week (7 days) prior to processing.
- Daily cleaning and disinfecting of common areas between donations will include all areas or equipment that are frequently touched or handled. Cleaning and disinfecting protocols will be standardized and updated according to the recommendations from the CDC.
 - Dirty surfaces can be cleaned with soap and water prior to disinfection.
 - Clean AND disinfect touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs frequently.
- Hand sanitizer, soap and disinfectant cleansers will be provided.
 - Wash your hands as often as you can with soap and water for at least 20 seconds, especially after touching any frequently used item or surface.
 - Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Avoid using other employees' phones or other equipment. If necessary, clean and disinfect before and after each use.

This policy will be updated as necessary based upon public regulations and guidelines. *All guidelines issued above are in accordance with the Centers for Disease Control - <https://www.cdc.gov/>

Disciplinary Action

Failure to follow social distancing guidelines set forth above may result in disciplinary action.

Acknowledgement:

I have read and fully understand this policy. I understand that I am expected to follow these procedures. I understand that these guidelines will be updated, and I will be responsible for following any new requirements.

Signature

Date

Print Name

Job Title or Volunteer

* Information compiled from <https://www.cdc.gov/>