



Donation Center Health & Safety Policy* (For All Donors)

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.

B. Protective Gear

- Donors will be required to wear a face mask before approaching the building.

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.

D. Sanitization

- Clothing can only be accepted if it is clean and on hangers; we cannot accept clothing in trash bags. Please understand the inherent concerns we would have.
 - Shoes, purses, ties, scarves, belts, jewelry etc. should be delivered in open boxes or paper bags.
- iPads must be disinfected between each use.
- All items in the Donation Center handled by donors will be disinfected or quarantined for at least 2 days.
- 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.

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/>