



## **Social Distance & Health 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**

- Staff, client and volunteer visits 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**

- 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, especially when social distance measures are difficult to maintain to prevent the spread of the virus.
  - 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 clothing/products and/or store merchandise.
  - Disposable masks and gloves must be properly discarded after use.

### **C. Health**

- Staff, clients and volunteers who have COVID-19 symptoms (i.e., fever, cough, or shortness of breath) should notify HR & their supervisor and stay home except to get medical care.
- Staff and volunteers should inform their supervisor if they have a sick family member at home with COVID-19, and follow CDC recommended self-quarantine.

- 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**

- Hand sanitizer, soap and disinfectant cleansers will be provided at all locations.
- Always practice good hygiene.
  - Wash your hands as often as you can, especially after touching any frequently used item or surface. Wash your hands with soap and water for at least 20 seconds.
  - 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 work tools and equipment, if possible. If necessary, clean and disinfect before and after use.
- Daily cleaning and disinfecting of common areas between client appointments 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.

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/>