



COVID-19 Love INC Safety Plan

All Love INC staff & Volunteers are REQUIRED:

1. If you don't feel well stay home
2. Sanitize your hands before and after you leave the office
3. Must keep social distance with each other (6 foot rule)
4. Replace hugs with a smile (no close interaction)

Office:

1. Volunteers Please wipe your station down after use
2. Staff please wipe your office down every other day
3. Masks are encouraged but not required (every staff should have a mask in their office)
4. Meetings should be held in board room instead of individual offices (only 1 person in office at a time) (It is ok if you have a question to stand at another staff's doorway to ask)
5. In the admin area space out Volunteers at every other station (max of 3 Volunteers at a time)
6. Volunteer receptionist can only serve outside of Linda's hours
7. Daily sanitation and 1x a week deep clean by Office Coordinator
8. Please sanitize your hands when entering the kitchen

Devotion:

1. 5 or less individuals can meet for devotion in the devo room ensuring social distance
2. With a group 6 or more we will be meeting in the education room
3. Office Coordinator to wipe down chairs after each use

Committee Meetings:

9. Office Coordinator to wipe committee room down after each use including chairs

Product Donations & Furniture Drop Offs:

10. When receiving donations at the office:

- a. Gloves are required by staff
- b. Masks are required by the staff and the donor
- c. If mask is unavailable these are other options:
 - i. Items could be left in the foyer & donor could fill out donation slip
 - ii. Staff could go to donor's vehicle to take the donations and have them fill out a slip (maintain social distance)

11. All products must be enclosed in a bag or a box when they arrive in office or in warehouse except for furniture.

Warehouse:

- a. If you don't feel well stay home
- b. Sanitize your hands before and after you leave the office
- c. You are required to wear your mask (unless you are working alone it's optional)
- d. Any furniture that can be wiped down before furniture delivery should be

Clearinghouse:

1. Sanitize stations at the end of each use including phones, computers, and desks
2. Must keep social distance with each other (6 foot rule)

Gap Ministries:

1. Furniture

- e. If you don't feel well stay home
- f. Sanitize your hands before and after you leave the office
- g. You are required to wear your mask & gloves are encouraged
- h. Travel no more than 2 people per vehicle (1 driver and 1 backseat) exception would be family members could drive side by side.
- i. Furniture may only be dropped off outside of the home upon Neighbor's designation. Some exceptions may happen on a case by case basis per staff; however gloves and masks will be required. Remember we are a relational ministry-please invite them outside to visit briefly, check-in on them and offer prayer.

2. Furniture Pick-Ups

- a. If you don't feel well stay home
- b. Sanitize your hands before and after you leave the office
- c. You are required to wear your mask & gloves are encouraged
- d. Travel no more than 2 people per vehicle (1 driver and 1 backseat) exception would be family members could drive side by side.
- e. Donor must have furniture items in garage or outside for pick-up for our team. Volunteers may not go in the donor's home.
- f. Remember we are a relational ministry please make your best attempt to thank the donor directly.

3. Moving

- a. Volunteers will not enter in any homes
- b. Neighbor would have to have man power to move items outside and move them back into the new location themselves. Love INC could provide trailer as well as load and unload.
- c. If you don't feel well stay home
- d. Sanitize your hands before and after you leave the office
- e. You are required to wear your mask & gloves are encouraged
- f. Travel no more than 2 people per vehicle (1 driver and 1 backseat) exception would be family members could drive side by side.
- g. Remember we are a relational ministry-take time for conversation and prayer.

4. Auto Repair

- a. If you don't feel well stay home
- b. Sanitize your hands before and after you meet the Neighbor to assess the car
- c. You are required to wear your mask & gloves are encouraged when interacting with the Neighbor
- d. Remember we are a relational ministry-take time for conversation and prayer.

5. Sew Caring

- a. Sewing Clothing Protectors can happen out of the home
- b. Refrain from any sew-fests until further notice
- c. Follow nursing home policies if needed to drop off clothing protectors
- d. Remember we are a relational ministry-take time for conversation and prayer.

6. Starter Kitchen Kits

- a. If you don't feel well do not meet with the Neighbor
- b. Sanitize your hands before and after you meet with the Neighbor
- c. You are required to wear your mask while meeting with the Neighbor
- d. For delivery-drop off on their porch, ring their doorbell and inviting them outside for brief conversation and prayer.
- e. If Pick Up is at Church-have the Neighbor open their trunk and Volunteer can place the products in the Neighbor's trunk. Remember we are a relational ministry-take time for conversation and prayer.

7. Personal Care

- a. If you don't feel well do not meet with the Neighbor
- b. Sanitize your hands before and after you meet with the Neighbor
- c. You are required to wear your mask while meeting with the Neighbor
- d. For delivery-drop off on their porch, ring their doorbell and inviting them outside for brief conversation and prayer.
- e. If Pick Up is at Church-have the Neighbor open their trunk and Volunteer can place the products in the Neighbor's trunk. Remember we are a relational ministry-take time for conversation and prayer.

8. Bedding & Linens

- a. If you don't feel well do not meet with the Neighbor
- b. Sanitize your hands before and after you meet with the Neighbor
- c. You are required to wear your mask while meeting with the Neighbor
- d. For delivery-drop off on their porch, ring their doorbell and inviting them outside for brief conversation and prayer.
- e. If Pick Up is at Church-have the Neighbor open their trunk and Volunteer can place the products in the Neighbor's trunk. Remember we are a relational ministry-take time for conversation and prayer.

9. Love Buckets

- a. If you don't feel well do not meet with the Neighbor
- b. Sanitize your hands before and after you meet with the Neighbor
- c. You are required to wear your mask while meeting with the Neighbor
- d. For delivery-drop off on their porch, ring their doorbell and inviting them outside for brief conversation and prayer.
- e. If Pick Up is at Church-have the Neighbor open their trunk and Volunteer can place the products in the Neighbor's trunk. Remember we are a relational ministry-take time for conversation and prayer.

10. Home Repair

- a. If you don't feel well do not meet with the Neighbor
- b. Sanitize your hands before and after you meet with the Neighbor
- c. You are required to wear your mask while meeting with the Neighbor & if you are working in close proximity with a Volunteer.
- d. No in-home repairs at this time only exterior repairs
- e. Remember we are a relational ministry-take time for conversation and prayer.