

Updated Volunteer Guidelines:

In light of the COVID 19 pandemic, we will be making the following changes to our volunteer guidelines:

All volunteer roles will be suspended for the foreseeable future. Front Desk, Children's Hour, David's Place, Winter Shelter, Job Coaching, and Life Skills Courses will be suspended until further notice.

We ask that volunteers redirect their efforts to help with the following roles that are vital to the day to day operation of the shelter:

Food Prep/Delivery Carpenter's Clinic

Please opt out if you are feeling sick or ill. Your safety, as well as the safety of our residents, is our top concern

If you are able to volunteer to provide a meal, please be sure to utilize the recommended robust hygiene guidelines:

- Frequently wash your hands with soap and water for a minimum of 20 seconds
- If available, use gloves when prepping food
- Disinfect your work space prior to prepping food
- And most importantly, opt out if you are sick

For more information on ways to protect yourself and others from COVID 19 please go to: www.alexandriava.gov/health

Meal Providers:

Meal Providers: We will be adjusting our Meal Provider process to a Meal Delivery process where we ask that *groups provide the food for staff to serve*. With this in mind we ask the food provided require minimal preparation.

The Alexandria Schools System will be closed for the next month which will mean increased meal numbers. **Please provide enough food to feed between 55-60 people for all meals** moving forward. As of 3/13/20 we have 14 children in shelter. I will keep you updated if that changes at all

Starting immediately we are asking that meal providers not fully enter the shelter but leave the food in the front vestibule.

- **Food delivery can be scheduled by contacting Jamila. We ask that deliveries be scheduled at least an hour in advance of the service time. Food delivered for lunch should arrive by 11am for a noon service and food for dinner should arrive by 5:30pm for a 6:30pm service**
- **A table will be placed in the front vestibule in advance of the food delivery. The food items will be left on the table. Please notify the front desk that the delivery has taken place. If no one is at the front desk please call (703)548-7500 and notify staff. Staff will then retrieve the items from the table.**
- **Please use disposable containers when possible. We will not be able to guarantee the return of the items the food will be brought in.**

Events:

In light of public health-related encouragement regarding the cancelation of large scale public gatherings, Carpenter's Shelter has decided to postpone/cancel the following events:

- March's volunteer orientation on Tuesday, March 17th (cancelled)
- The Host Committee Reception on Thursday, March 19th (postponed)
- Carpenter's Shelter Cook-Off 2020 on Sunday, April 19th (postponed)

Regarding *Cook-Off 2020*, we are grateful for all of the donations, purchased tickets, and sponsorships we received to make this year's Cook-Off a success! If you purchased a ticket and would like a refund, we are offering refunds to everyone! Starting next week, we will be contacting you individually with information about refunds and responding to any questions you have.

If you would like immediate assistance please contact our Communications and Development Associate Obehioye Oseghale at ObehioyeOseghale@CarpentersShelter.org.

Need for cancellation:

If you are signed up for a Front Desk shift or Food Delivery slot, and are ill or have an unforeseen circumstance that requires you to cancel, we ask that you:

- Give as much notice as possible
- Email Jamila at jamilasmith@carpentersshelter.org notifying her of the cancellation
- If you are giving less than three days notice of a cancellation please call the shelter at (703)548-7500 and notify staff on duty in addition to emailing Jamila

Updated Donations Process:

- We will only be accepting in-kind donations from our Needs Request list on our website and our Amazon Wish lists both of which we will update daily
- They can be found by visiting <https://carpentersshelter.org/give/> and clicking on the In-Kind tab.
- Accepted donations can be left on the table in the vestibule
- Please complete one of the donation forms on the table. You will keep the white copy and place the yellow copy on your donation which will be immediately retrieved by staff
- Jamila will send emails with any urgent needs that may arise

Ways you can help:

Our most critical function is ensuring that our clients day to day needs are met. You can assist by doing the following:

- Staying home if you feel ill
- Implementing robust hygiene methods if you are providing a meal
- Providing food for empty meal provider slots (including catered meals)
- Providing grocery store gift cards
- Providing disinfectant and cleaning solutions
- Donating funds that will allow us to continue to provide the support our residents need.

.We understand that there is a lot of anxiety and uncertainty at present. We will ensure that you are updated with any new policies or procedures we may enact as the situation continues to evolve. As Shannon stated on the call, our number one priority is the health and safety of our residents, staff and you, our volunteers. You have been integral in providing for the needs of the population we serve and you remain so. We thank you for your continued service and support.