



COMMON GOODS COVID-19 PLAN

Common Goods will provide resources and a work environment that promotes personal hygiene. Common Goods will provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces. All employees will be trained in OSHA/ CDC hand washing, cleaning, and sanitizing standards.

Employees will have access to hand sanitizer (with at least 60% alcohol) at every workstation including office, processing areas, and registers. Employees will have access to gloves and masks.

EMPLOYEE WORKSPACES

All staff are required to wear masks when interacting with colleagues and partners in the work environment. Staff can remove their mask when in their personal space. If you do not have a mask, Bridges of Hope will provide you with one.

- Employees will interact with co-workers while maintaining appropriate social distancing.
- Virtual meetings will be conducted in lieu of traditional face to face meetings when appropriate.
- Employees will work at workstations only if there is adequate space between workers.

PROPER HANDWASHING TECHNIQUE

Regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others.

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

USING HAND SANITIZER

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

CLEANING WORK AREAS

All staff will maintain a daily cleaning schedule of their workspaces in addition to the regularly housekeeping processes. This includes but is not limited to routine cleaning and disinfecting of



work surfaces, appliances, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.

IN-STORE SHOPPING

Employees must wear a mask and shoppers will be required to wear a mask. If the shopper does not have their own mask, they may purchase one from Common Goods for \$1.00. Shoppers & staff will maintain social distancing of six feet apart in the store. Limited capacity occupancy will be monitored based on location. At our counters, plexiglass barriers/sneeze guards have been put in place. Transactions will be as contactless as humanly possible. We will only be accepting credit cards and eliminating the need for a signature on sales receipts. Cleaning will take place between customers.

ACCEPTING DONATIONS

Donations will be accepted by appointment only Mondays, Wednesdays and Fridays with approval & drop off directions will be given for large furniture pieces. Staff and volunteers will wear masks and gloves when taking in donations. This will allow for items to sit at our drop point untouched for the recommended waiting period before moving them to our processing areas. Clothing & linens donations need to be in plastic garbage bags off of hangers. Shoes need to be donated in a separate bag. Household items need to be donated in tubs or boxes which won't be returned to donor.

SORTING DONATIONS

Employees must wear a mask while sorting donations. Use a disinfectant on items whenever possible. Disinfect the workspace when your work is complete. When meeting with a client, employees must wear a mask and observe all handwashing and sanitizing techniques laid out in this document.

CURBSIDE PICK-UP

- All purchases will be made in advance online or via telephone and paid electronically.
- Employees will maintain a six-foot (social) distance from each other while inside the store facilitating outdoor pick-up.
- Customers should remain in the vehicle, and items should be deposited in the trunk, whenever possible to provide contactless curbside pick-up.
- Staff will ship items for delivery at the customer's home or business when requested (shipping and handling fees apply.)
- Staff will wear masks and gloves while handling product whenever possible (including shipping and curbside pick-up.)