



## **COVID-19 Love INC Plan to Reopen**

**Effective: June 1, 2020**

### **If you are Volunteering you are required to:**

1. Ensure you stay at home if you are not feeling well
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)
5. Masks are encouraged but not required (there are some Love INC activities that require you to wear your mask-staff will notify you).

### **If you are dropping off Product Donations you are required to:**

1. All products must be enclosed in a bag or a box when they arrive in office or in warehouse except for furniture.
2. Masks are required by the donor
3. If mask is unavailable these are other options:
  - a. Items could be left in the foyer (fill out donation slip and leave it there)
  - b. Staff could assist you by coming out to your vehicle to pick up the donation from your trunk.

### **If you are a Neighbor that is seeking assistance please:**

1. Call our Clearinghouse Call Center at 920-783-6701 and press #2. Please leave a message on our voicemail and our team will connect with you on how we can best assist you in your time of need.

***\*Love INC staff will provide daily sanitation and will keep abreast of the CDC recommendations and also the local government mandates.***

***Additional information re: the opening of Gap Ministries to be announced soon.***