



kids coats COVID-19 Reopening Plan Hamilton County

KIDS COATS WAREHOUSE MEASURES

1. Volunteer Health

- Volunteers shall not enter the facility if they are experiencing COVID-19 symptoms or are not feeling well.
- Volunteers who have knowingly been exposed to COVID-19 shall refrain from entering the facility for 14 days from point of their exposure.
- Daily Volunteer Sign-In will keep track of people entering warehouse facilities.
 - Signage on log: "Do you, or any member of your immediate family, have any symptoms of illness: fever of 100.4°F or above, cough, shortness of breath, chills, shaking, loss of taste & smell?" **Signing-in below indicates you are symptom-free.**
- A volunteer who fails the temperature check or unable to answer the health question in the negative shall not be allowed to stay in the facility.
- If a volunteer is diagnosed with COVID-19 after working at the facility, the following actions shall be taken:
 - The facility shall be quarantined per CDC guidelines (72 hours).
 - Volunteers that have worked with the infected volunteer shall be notified of possible exposure to the virus.

2. Cleaning & Disinfecting Protocols

- All door handles and light switches will be cleaned with disinfectant solution.
- All tables will be wiped down each time we use them for sorting.
- All coats will not be sorted until they have been quarantined for at least 72 hours.
- All restroom areas will be wiped down before anyone uses them for a volunteer shift.
- Hand sanitizer will be available for all to use when needed.
- It is not feasible for Kids Coats to disinfect items such as boxes and tape.

3. Hand Washing / Personal Hygiene

- Volunteers will wash their hands for a minimum of upon entering and leaving the facility.
- Volunteers shall wash for a minimum of 20 seconds.
- Volunteers may wear gloves when handling coats or other items they are sorting.
- Volunteers and guests must use common sense, such as not touching their own faces or coughing into their hands while at the Warehouse, and using hand sanitizer.

4. Maintain Social Distancing

- All volunteers will maintain at least 6ft social distancing when sorting coats to the best of their abilities.
- All volunteers will wear masks in the warehouse while volunteering.

Signs at the Warehouse will include:

- Hand washing in both restrooms
- Social distancing reminders
- #WearingIsCaring (face coverings)
- Sign at Entrance with COVID-19 language (don't enter warehouse if...)
- Kids Coats COVID-19 Reopening Plan posted on front door

KIDS COATS NOVEMBER GIVEAWAY MEASURES

It is not feasible to open for “business as usual” for fall coat distributions. Due to the infectious nature of COVID-19, operations will change in the following manner:

- **Coats only this year** (no, gloves, mittens, etc.)
- **Kids only this year** (parents can wear their coats from last year -- parents that don't have coats, will be served at the Merciful HELP Center (MHC).
- **No Tools for School this year.**
- **Clients will PICK OUT COATS ONLINE** using a modified version of our current registration system to pre-order coats and schedule a pick-up day & time.
- **PRE-FILL Coat Cards at the Warehouse using small groups of volunteers** (6' distancing & masks).
- **Clients PICK-UP coats in a drive thru fashion** at Giveaway Locations using current appointment system.

NOTES:

- More behind-the-scenes work at the Warehouse needed:
 - coat cards will be PRE-FILLED and stored by LOCATION at the Warehouse (Print coat cards in different colors for Carmel, Noblesville for ease of sorting)
 - Bagging in August, Sept. & Oct. for each location with small groups doing one site at a time: requiring masks, hand washing, and sanitizing frequently-touched surfaces
 - Set up at warehouse - racks with all sizes
 - **Set-Up of Inventory Room will be important!**
 - Inventory Room will have extra/overflow coats AND LABELED COATS in boxes ready for Giveaway Locations
 - USE Coat cards to PRE-FILL orders as we receive them. More specific info this year (Top 3 fav colors, specific size), Are you ok with a substitute? (Like Kroger curbside pickup)
 - Warehouse Team will need to handle any returns & **quarantine returned coats**
- KCI will deliver LABELED BAGS to Giveaway locations
 - Bags will be labeled with Client Coat Card and Appointment Time
 - We need a PROCESS for this: **what is the check to verify** coats were received?
 - Duplicate Coat Cards for Giveaway sites - process is to match the 2 coat cards
 - Leave the duplicate one on the bag (Order # & color coded - "duplicate" written on it), matching color code with Order # ON BAG
 - ORIGINAL COAT CARDS WITH PICK UP SIGNATURES stay at Giveaways like normal (free pens??)
 - RETURNS will be handled through the Warehouse (see above)
- Will ask for more specific info this year during registration (Top 3 fav colors, specific size). Are you ok with a substitute? (Like Kroger curbside pickup)
- Print coat cards in different colors (Carmel, Noblesville, etc) that way missed appts would be easier to deal with at the Warehouse level if this is how we decide to handle missed appointments
- Can begin bagging as soon as people start registering (beginning of July)
- Giveaway Directors will need to prepare pre-made bags for Opportunity Village — add note from priest or pastor of Host Church.
- We need to decide how to handle **Missed appointments** — MHC? Could this be done on an individual basis at the Warehouse level?

Possible Warehouse Issues as we prepare for Giveaways:

- Coat sorts + Coat bagging happening at the same time
- Keeping count of donated coats
 - We need two team leaders- one for sorting and one for bagging with protocols for each. We can use our [Coat Sort Totals NEW](#) sheets. Each sorter will complete a sheet as they work making tally marks as coats are put in boxes/ hangars. Each bagger/fulfiller will complete a sheet using tally marks to show what sizes and gender are removed from inventory. Each volunteer will total their tally marks at the end of their shift and give them to team leader. Volunteer would circle either "Added" or "Removed" at top of sheet to indicate whether inventory is increased or decreased

See folder for [WAIVER SAMPLES](#)

- These are *samples* from my HOA Pool & Clubhouse Reopening Plan Each has separate waivers. Feel free to adapt and include Jon Becker
- As a reminder For Giveaways: GUESTS will not be entering the building. Appointments are DRIVE THRU only to pick up coats

- Giveaway Volunteers are limited to Host Church volunteers (no public volunteers this year)
- Public volunteers will be shifted to the Warehouse as **SMALL GROUPS to pre-bag coat cards**
- **STEPHANIE:** please look at the 2 different issues for Host Churches.

2 part forms (Kroger) - family would sign when received. **Voucher for shopping at Warehouse or MHC**

collections

Drive Thru Coat Drive

Coat cards on cardstock this year

Westfield Kiwanis = Grand Park

School collections (?)

Fulfilled Orders vs. Unfilled Orders --

- Volunteers mark on their personal coat inventory sheet for their shift
- Sign out front
- Warehouse signage
- Volunteer Sign-in Journal - with COVID-19 check boxes
- How many 2-hour shifts?
 - First first week of Aug to last week of Oct.
 - 12 weeks
 - 60 orders/week - guessing 30 mins per order
 - 30 hours/week at the Warehouse
- Volunteer email -- can you group come in?
- Have Michelle ask about having coat drive (or Coat Drive Drive Thru) MUCH earlier this year???
 - Classic Cleaners -- if you forget!

Unload truck at by set up volunteers 2pm we could start handing out coats Friday evening AND Saturday:

Friday night 6-9pm

Saturday 8am-12pm

Ian will work on times and how long to have these sign-ups

Friday hours (5-8pm)

Two weekends?? or 3 each weekend??

Stacy Cartmel said: \$6000 at CUMC to purchase coats - **new coats BEFORE we start bagging first appts**