**Volunteer Plan in Response to COVID-19 (Coronavirus)**

HOPE Atlanta is committed to the safety of our staff, volunteers and visitors. We are closely monitoring announcements from the Centers for Disease Control and Prevention to ensure that we are following their recommended guidelines. While much of the items below are normal practice in our programs, we are reinforcing the following steps to help reduce contact and/or spread of COVID-19:

**Staff and Client Commitment:**

* Using bleach wipes to clean ALL common spaces after use- doors, door handles, light switches, table tops, counter tops, sign- in tables, sinks, toilet handles
* Continue to wash hands after use of restroom facilities, after one coughs or sneezes, upon arrival to program sites, and before and after direct contact with people at program sites
* Cover cough (or sneeze) by doing so in the BEND of the ARM
* Requiring clients to adhere to onsite protocol
* Screening clients prior to coming into the Dining Room or program spaces
* Providing gloves to all volunteers handling food at our kitchens and warehouses
* Making hand sanitizers available throughout our kitchens and warehouses
* Requiring staff and volunteers to disinfect the surfaces and tools they use after use
* Increasing the visibility and importance of hand washing in the restrooms and throughout the facility
* Requiring staff and volunteers to stay home if they display signs of illness or come into contact with affected individuals
* Advising people to avoid touching their eyes, nose, mouth with unwashed hands
* Advising people to avoid close contact with people who are sick

**Volunteer and Partner Commitment:**

* Use gloves while handling food at our kitchens and warehouses
* Use hand sanitizers available throughout our kitchens and warehouses
* Disinfect the surfaces and tools you use after use with provided wipes/cleaners
* Wash hands before volunteering and frequently throughout
* Stay home if you display signs of illness or come into contact with affected individuals
* Avoid touching their eyes, nose, mouth with unwashed hands
* Cover cough (or sneeze) by doing so in the BEND of the ARM
* Avoid close contact with people who are sick

**We strive to make decisions that balance the safety of our clients, guests and staff with our commitments to our partners and communities. We appreciate you standing with us as we continue to feed, house and connect critical resources to the people that need it the most.**

**Common Questions:**

**Below, we have provided answers to questions regarding COVID-19 (the Coronavirus).**

1. **Is HOPE Atlanta still open and continuing its daily operations?**

Yes, HOPE Atlanta is still open and continuing our operations as normal. We are preparing our staff and partners for alternate programming plans if there is exposure at one of our sites or in the event of a forced closure. In the event of direct exposure to Covid-19 by staff, clients, volunteers or a partner, we will notify the community by email and on our website of any changes in operations. All volunteer groups scheduled for the current month will be emailed and called directly to schedule alternate dates or help us meet the need at a different location.

1. **Is HOPE Atlanta still accepting volunteers at this time?**

Yes, HOPE Atlanta is still accepting volunteers. We need volunteers to help us get food and critical resources out to our neighbors who need it. In fact, we need your help more than ever, as some groups cancel as a result of their organization’s policy. As always, it is our policy that people refrain from volunteer service if they are ill or have been exposed to a communicable disease. Please note, there are age restrictions based on specific locations.

1. **I want to ensure families and children in need are still being served, but I want to limit my exposure from large or vulnerable groups. What are my options?**

* Schedule a small group with friends and family you are comfortable with at our Volunteer Center located at 4025 Welcome All Road, Atlanta, GA 30349. You can help pack food boxes for families or meal kits for kids in a lower risk environment. Registration is required. Please contact Amy Olvey at [Aolvey@HOPEatlanta.org](Aolvey@HOPEatlanta.org%20) to schedule your group.
* Please consider the option of giving funds to help meet the growing need, especially during this time of crises. We are experience an increasing number of changes to support and an increase of requests from current partners to provide more resources for kids that are out of school due to school closures. HOPE Atlanta can put your dollars toward the area of greatest need, which helps us prepare for and respond to evolving situations like COVID-19.
* If your volunteer group needs to cancel, please consider the option of doing a food drive to help us maintain food resources during this unpredictable season.

1. **Is HOPE Atlanta hosting special COVID-19 supply or food distributions for people in need?**

HOPE Atlanta distributes food to more than 100,000 individuals each year. We are dedicated to maintaining service within our current communities. At this time, HOPE Atlanta does not anticipate adding special distributions due to COVID-19.

1. **How can I help you prepare now?**

***Supplies needed at the Women’s Community Kitchen, Trinity Table and Trinity Assessment Center (TAC):***

* Canned meat- tuna, chicken, Vienna sausages, etc.
* Cases of bottled water
* Powdered Gatorade packs
* Disposable gloves
* Bottles of bleach or disinfectant
* Sandwich bags
* Lunch meat
* Loaves of bread
* Lysol spray
* Toilet paper

***Support needed at Feed the Hungry, SLSK, SuperPacks, Bagwell Food Pantry program sites***: Volunteer and supplies are especially needed at this time to help pack and/or deliver meals for the families and kids that have restricted access. While some groups are voluntarily canceling, we still maintain a commitment to serve our community for as long as it is safe.

1. **What is HOPE Atlanta doing to reduce contact and/or the spread COVID-19?**

HOPE Atlanta is committed to the safety of our staff, volunteers and visitors. We are closely monitoring announcements from the Centers for Disease Control and Prevention to ensure that we are following their recommended guidelines. HOPE Atlanta is taking the following proactive and voluntary steps to help reduce contact and/or spread of COVID-19 while visiting.

* Providing gloves to all volunteers handling food at our kitchens and warehouses
* Making hand sanitizers available throughout our warehouses and kitchens
* Cleaning all surfaces with bleach daily
* Screening clients and requiring adherence to onsite protocols
* Increasing the visibility and importance of hand washing in the restrooms and throughout the facility
* Recommending people avoid touching their eyes, nose, mouth with unwashed hands
* Cover cough (or sneeze) by doing so in the BEND of the ARM
* Recommending people avoid close contact with people who are sick
* Requiring staff, clients, volunteers and donors to stay away from work, school or other people if they become sick with respiratory symptoms such as fever and cough

*For more information on COVID-19, please visit the federal* [*Centers for Disease Control and Prevention*](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__gcc01.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Fwww.cdc.gov-252Fcoronavirus-252F2019-2Dncov-252Findex.html-26data-3D02-257C01-257CMarko.Mijic-2540chhs.ca.gov-257C231591c6c9704d1886f108d7aa7e6303-257C265c2dcd2a6e43aab2e826421a8c8526-257C0-257C0-257C637165332126975070-26sdata-3Dve1gmzjGtf9Mce5evZLFjU4srvSSTvtBl8x5-252ByjgWBE-253D-26reserved-3D0%26d%3DDwMFAg%26c%3DLr0a7ed3egkbwePCNW4ROg%26r%3DeusJj3hEdJ_1VG3vcxKuq-FA7AyIdOT-PWyVku4T_x4%26m%3DHLNCztjhAFFeNKj7Mc2RXKWbs4RB09c-o5fpJvkTO04%26s%3D3qt4lWp1dDX5yw-ZL9o54wyH-oA3CYzuEJJE3W3YiY4%26e%3D&data=02%7C01%7Cjulie.lee%40govops.ca.gov%7C2d36c17d7caa4b538d4108d7bcab4e26%7C68a88534151d4e79804609be7890656c%7C0%7C0%7C637185316251922036&sdata=ubhQ4%2BdW2ahIS1zeog8gpyj6JID3fsMqm2Nu0pr0axM%3D&reserved=0) *website and the* [*Georgia Department of Pubic Health*](https://dph.georgia.gov/) *website.  Both websites are updated daily with the latest information and advice for the public.*