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TOCO HILLS COMMUNITY ALLIANCE COVID 19 PLAN

Dear THCA staff, volunteers, and clients,

With recent confirmation of cases in Georgia and metro Atlanta of COVID 19, we are working hard to implement precautions that will help protect our guests, volunteers and staff from infection.

VOLUNTEERS/GUESTS THIS WEEK

At the present time we are wiping down chairs, tables, carts, doorknobs, multiple times a day. Gloves, tissues, wipes and hand sanitizers are available for volunteers and guests.

We encourage everyone to take the following precautions as recommended by the CDC to protect yourself and those around you:

- wash your hands frequently with soap and water. Use hand sanitizer if soap and water are not available.
- stay home when you are sick and seek medical attention if symptoms worsen.
- avoid close contact with those who are sick.
- avoid touching your eyes, nose and mouth.
- cover your mouth when coughing or sneezing.
- clean and disinfect surfaces.
- get a flu shot if you have not already.
- maintain a distance of six feet from others (social distancing).

Volunteers/guests should not come to Toco Hills Community Alliance if they are:

- experiencing a fever, cough, or difficulty breathing or are otherwise ill
- have been exposed to an individual with COVID 19
- or have any condition or status that may make you more susceptible to serious complications if you contract COVID 19. Older adults and persons with underlying health conditions are considered to be at increased risk for severe illness and complications from COVID19.

As you know, we are dependent on volunteers to operate. If you are not able to come at your scheduled time, please email melissaneesse67@gmail.com and copy

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For official, up-to-date, and practical information on the COVID-19 outbreak please access the pages maintained by the CDC <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and the Georgia Department of Health <https://dph.georgia.gov/novelcoronavirus>.

GUESTS OF TOCO HILLS COMMUNITY ALLIANCE

Beginning 3/17/20, guests will not be permitted to come into the building, and we will have limited volunteers and staff in the building.

FOOD PANTRY

Beginning 3/17/20, we will begin distributing food at the pantry as pre-packed “express bags/boxes” available at the side entrance on Tuesday, Wednesday, and Thursday. We should all strive to follow the precautions indicated above.

YOU WILL STAY IN YOUR CAR, COMPLETE YOUR PAPERWORK IN THE CAR AND DRIVE UP TO THE SIDE DOOR AND A VOLUNTEER WILL TAKE YOUR PAPERWORK AND HAND YOU A BOX TO GO.

YOU MUST NOT LINE UP IN YOUR CARS BEFORE NOON OR YOU WILL BE ASKED TO LEAVE. OUR HOURS OF OPERATION WILL STILL BE 1 PM TO 4 PM.

HOT LUNCH SERVICE

Beginning 3/17/20 our “hot lunch” service will be cancelled. We will strive to distribute “lunch” type food in the “express bags/boxes” described above on Tuesday, Wednesday, and Thursday. We should all strive to follow the precautions indicated above.

CLOTHES CLOSET

Beginning 3/17/20, our clothes closet will be closed.

RESOURCE CENTER

Beginning 3/17/20, our resource center will be closed.

Our office number is 404-325-0677. We will be checking messages Monday – Friday. Someone will get back to you within 24 hours. If you have an immediate need please contact 211 for information or if a true emergency call 911.

PLEASE TAKE CARE OF YOURSELVES. WE LOVE YOU AND WILL RETURN TO OUR NORMAL SCHEDULE AS SOON AS WE CAN.

Regards,

Rev. Dr. Lisa Heilig, Executive Director
Lynn Pasqualetti, President/Chair

To all of our wonderful volunteers -

You all have been doing a great job with the procedures we have put in place and we thank you. We do still need our volunteers to prepare and distribute the

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here, and we absolutely respect that. Know that if your primary work has been in an area we are not operating right now that we would be happy to have you help us with the boxes. And, please know that even if you are out of zip code, we will still continue to provide groceries if you need them.

These decisions have not been easy to make, but they are what is right for our community at this time so that we can help slow the spread of this virus, still provide food, and truly be neighbors helping neighbors.



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