

CATALYST MINISTRY
WOODLAWN HOMES
CHRISTMAS SAFETY PROCEDURES

11/25/2020

- 1 Only Catalyst Ministry volunteers will be allowed inside the Community Center.
- 2 All volunteers must wear a face mask during their time of volunteering.
 - Masks will also be provided for use.
- 3 Face shields will be available for all volunteers to use if desired, encouraged to do so.
- 4 All volunteers will be temperature scanned when they arrive and prior to entry.
 - Temperature must in normal range.
- 5 All volunteers will be questioned about any Covid-19 symptoms and exposure prior to entry.
 - Answers to all questions must be no.
- 6 All volunteers will use hand sanitizer immediately upon entering the building.
- 7 All volunteers will put on gloves immediately after using hand sanitizer.
- 8 Six foot social distancing will be facilitated for volunteers.
- 9 All table tops, door knobs, countertops, etc., will be sprayed with a disinfectant and wiped with paper towel.
- 10 Once cleaning is completed, all gloves will be removed and thrown away.
- 11 All volunteers will again use hand sanitizer.
- 12 All volunteers will put on gloves prior to handing or packaging of any items.
 - All food items will remain packaged from supplier.
- 13 Distributions to the residents will be made at the end of the sidewalk in front of the Community Center.
 - Residents will not be allowed to enter the Community Center.
- 14 Six foot social distancing will be facilitated for residents during a pick up.
- 15 Residents will be required to wear masks also.
- 16 At the end of the distribution:
 - All recyclables will be collected and removed.
 - All trash will be collected and removed.
- 17 All table tops, door knobs, countertops, etc., will be sprayed with a disinfectant and wiped with paper towel.