



## TO OUR VALUED EMPLOYEES, VOLUNTEERS, SHOPPERS and DONORS

The current global COVID-19 pandemic has - and will continue to affect hundreds of thousands of people. It has - and will have a growing impact on everyone's daily life for the foreseeable future. In response to the evolving public health issue, we take this time to update you on changes being made at Master's Manna, Inc. to keep those who provide and receive our services safe and healthy. Additional decisions and/or changes may be made as updated information is received. Most importantly, everyone in our organization has been vetted regarding necessary actions if there is any potential exposure to any illness, flu, virus, etc.

Every Board Member/Provider/Employee/Volunteer has pledged not to come to work if they (or someone close to them) is sick; if they are not feeling well; or if they been exposed to someone who tested positive or has been exposed to the COVID-19 virus. In addition, everyone has been made familiar with the highly publicized CDC requirements for established personal hygiene best practices. We have further pledged to follow current Centers for Disease Control and Prevention (CDC) guidance and informational protocols, including - but not limited to:

- Self-monitor and go home if sick; and stay home when sick and call your medical provider
- Employ respiratory etiquette – cough into your elbow or a tissue and immediately discard
- Effectively and frequently wash and sanitize hands
- No hands touching face (eyes, ears, nose, hair and mouth)
- Maintain acceptable social distancing

Master's Manna, Inc. prides itself on being a clean and well-run resource center, While the entire Master's Manna team takes our public health responsibility seriously, we will now increase our current high standards because the health and safety of every individual at our facility is our highest priority

### **BEGINNING MONDAY, MARCH 16, 2020 - UNTIL FURTHER NOTICE:**

- ❖ THE FAMILY DINING AREA and MARKETPLACE WILL BE CLOSED
- ❖ DUE TO THE CLOSURE OF THE MARKETPLACE, ONLY MONETARY DONATIONS and FOOD CAN BE ACCEPTED – We respectfully ask donors to hold donations of clothing and/or household items until our marketplace reopens when they will be cheerfully received.
- ❖ CHC COMMUNITY HEALTH SERVICES WILL CONTINUE IN THEIR MEDICAL OFFICE  
- Providers and patients will enter/exit through the door that services the Family Dining Area
- ❖ FOOD DISTRIBUTION APPOINTMENTS IN THE FOOD PANTRY WILL CONTINUE
- ❖ UPON ARRIVAL QUESTIONS, such as the following, will be asked:
  - Do you have a cold, the flu or any virus?
  - Are you running a fever?
  - Have you been exposed in any way to COVID-19?
  - Have you traveled out of the country or to any “hot spot” in this country in the last 30 days?

If the answer to any of these questions is “YES”, we will ask you to wait in your car. While you wait in a secure area, a volunteer will “shop” for you and deliver your groceries straight to your vehicle.

If all answers are “NO”, THE REGISTERED SHOPPER (ONLY) will be directed to enter and wait to shop. Any children, family members or friends will be asked to wait in their vehicle.

Finally, if you have a shopping appointment and are not feeling well or have a chance of spreading any contagious condition, we ask that you reschedule your appointment out of care and concern for others.

There are currently no suspected or confirmed cases of Coronavirus (COVID-19) at Master's Manna. All of the above measures are preventative. We hope these actions will aid the fight to reduce the spread of the virus throughout our communities. We will continue to monitor the situation closely and will release pertinent updates as we receive them.

With your help and cooperation, everyone will be able to provide and receive services in an environment that is as safe and protected as reasonably possible. We hope that by taking every possible step to protect the health and wellness of everyone at the Master's Manna Resource Facility, we can all look forward to a better day when the current COVID-19 Public Health emergency is resolved and life returns to normal.

Stay safe and well,  
The Board of Directors  
Master's Manna, Incorporated