
SaveMoneySaveLife Foundation

517 East 47th St.
Chicago, IL 60653

SMSL Guidelines for Safe Collaboration During COVID19

OVERVIEW

SaveMoneySaveLife Foundation (SMSL) continues to carry out its mission to provide resources and services to the communities of Chicago who need it most during the Covid19 pandemic. Specific guidelines have been set by the organization to ensure the health of SMSL staff, volunteers, and the individuals the organization serves during this time.

SaveMoneySaveLife Foundation Workspace Protocol

1. Individuals permitted in the workspace during the mandatory stay at home order is limited to the maximum 10 core team members of SMSL as to reduce potential exposure to COVID19.
2. The addition of new staff members or volunteers to the SMSL team has been postponed until further notice to ensure the safety of individuals and the general public.
3. SMSL must provide a sanitation station for staff and volunteers that includes a storage area for shoes, a hand hygiene station, and personal protective equipment. All individuals must keep an extra pair of shoes at the office that will only be worn inside the office. Upon arrival at the office, individuals must change their shoes, perform hand hygiene with soap and water, don gloves and a medical grade mask. Although cloth masks are recommended by the CDC for use by civilians, due to the fact that SMSL will be providing services and resources for a multitude of individuals, many of whom are from high risk populations, medical grade masks must be worn. A limit of one mask per shift per individual is permitted.
4. Staff and volunteers will demonstrate correct use of PPE by donning masks before gloves and doffing gloves before masks.

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5. Hand hygiene with alcohol based gel is to be performed before donning gloves or after any activity that poses risk for contamination including but not limited to: sorting donations, sanitizing donations, entering or exiting the building, touching the eyes, nose, face, or mouth.
 6. It is expected that all individuals will be wearing personal protective equipment, but in the event that an individual must sneeze or cough proper cough etiquette is expected in which the individual coughs or sneezes into their elbow and performs hand hygiene immediately afterwards.
 7. Acceptable hand hygiene requires washing hands with soap and warm water for the entire length of the alphabet song.
 8. A minimum of 6ft between persons inside the workspace is expected at all times.
 9. Cleansing of high touch surfaces in the workspace will be performed at the completion and start of each workday.
 10. Showing up to the workspace certifies that one is essential to that day's activities and that the individual has not had contact with affected persons or persons under investigation for COVID19, nor displays signs and symptoms such as fever, cough, shortness of breath, fatigue, sore throat, or headache.

PERSONAL GUIDELINES

During their personal time outside of SMSL work, all volunteers and staff must adhere to the following set of rules and regulations as a precaution to reduce their risk of exposure to the virus.

1. Social distancing policy - during personal time, individuals must only make essential trips to the grocery store, pharmacy, or hospital.
2. These essential trips, as defined above, should try to be limited to one trip per week and it is advisable that there be a single designated individual from the individual's household to make such essential trips.
3. A mask and gloves must be worn at all times during these personal essential trips.
4. SMSL supports physical activity during this time provided the individual wears a mask in public and avoids unnecessary contact with individuals outside. Acceptable forms of exercise include running or walking alone while maintaining 6ft from other individuals or working out within the confines of one's own home.
5. Essential members to the SMSL team will limit social contact to only the people with whom they share residence and each other at the office space.

DONATION GUIDELINES

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1. Donations must be made at the designated location with no contact between donor and SMSL staff/volunteers.
 2. SMSL must have a designated area to bring donations into their space, which can easily be sanitized to limit the possible spread of infection.
 3. All items will be kept in the designated area for a minimum of 72 hours or more before being packaged and distributed.
 4. Plastic items should be sanitized before being placed in donation kits.

DELIVERY GUIDELINES

1. No more than one individual is permitted in a vehicle making deliveries at a time.
2. Deliveries are to be placed on the door-steps for pick-up and a notification of delivery should be sent to the recipient.
3. It is advised that SMSL personnel wait at a safe distance for the beneficiary to collect the donation and to converse from a safe distance of more than 6 feet.
4. Individuals doing delivery are still expected to wear a mask and gloves throughout the delivery process.

REVIEW

SaveMoneySaveLife Foundation recognizes the responsibility to prevent the spread of COVID19. Therefore, the organization has developed and abides by the protocol above to be able to continue to serve communities in Chicago during the Novel Coronavirus pandemic.

CERTIFICATION OF REVIEW:

As an employee or volunteer of SaveMoneySaveLife Foundation I acknowledge that I have read and understand the terms of condition in order to continue to collaborate on projects with SaveMoneySaveLife Foundation. I also agree that SaveMoneySaveLife Foundation will not be held responsible if I get sick with COVID19 while continuing to collaborate on projects associated with SMSL. By signing this document I agree to the follow the above guidelines and protocol.

Signature:_____