



Envisioning a community in which everyone is given the opportunity to thrive and live with dignity.

Addie's Attic Clothing Bank Augusta Community Warming Center Everyday Basic Essentials Pantry No One Left Behind Volunteer Program

BRIDGING THE GAP RE-OPENING GUIDELINES

Bridging the Gap will follow the recommended guidelines for Retail Businesses provided by the Maine Department of Economic and Community Development in conjunction with the Maine CDC General Guidelines

Timeline

- May 25-29: operations remain as they are
- June 1-5: Staff resume normal hours as much as possible. Volunteers back on site for training and re-bonding.
- June 9: Official re-opening following the guidelines below

General

- Everyday Basics/Addie's will remain **closed on Saturdays** for the time-being. Tuesday and Thursday hours will remain the same: 10am – 2 pm
- Everyday Basic Essentials Pantry will maintain a "take-out" model. No customers will be allowed in the Pantry and will wait for their orders outside the building.
- Addie's Attic Clothing Bank visits will switch to **once-a-month**, the same as Everyday Basic Essentials Pantry. The amount of clothing permitted will increase accordingly.
- Per DECD guidelines, 5 customers will be allowed in the building at any one time for the purpose of visiting Addie's Attic Clothing Bank
- Customers will enter through the main BTG door and exit through the Warming Center door, allowing for one-way traffic flow
- There will be adequate signage and floor markings inside and outside the building
- There will be increased monitoring of the entry door to implement these guidelines in the smoothest way possible
- No coffee or snacks will be offered
- No public restroom
- General access to the "free shelves" will be paused
- To avoid too much foot traffic, **donations will be accepted on Mondays and Wednesdays between 9:30 and 3:30 only**. PLEASE DO NOT LEAVE DONATIONS AT THE DOOR AFTER HOURS.

209 Eastern Ave. Augusta, ME 04330

btgaugusta.org

bridgingthegapaugusta@gmail.com

207-248-1782



Bridging the Gap is a non-profit program of Emmanuel Lutheran Episcopal Church and a Partner Program of the United Way of Kennebec Valley



Employees and Volunteers

- Will be required to wear cloth face coverings or face shields in public-facing spaces within the facility
- Will be required to wear cloth face coverings or face shields in non-public-facing spaces to the extent deemed necessary to maintain public health
- Will practice good hand hygiene with frequent handwashing-- especially between contact with customers
- Will sanitize workstations and public areas frequently (details will be posted at the different work stations)
- Will stay 6 feet apart whenever practical
- Will not be allowed to have food or drink in the public retail areas
- Will be permitted more frequent breaks to step outside
- Are discouraged from using colleagues' phones, desks, workstations, or other work tools and equipment Will be provided training on the necessary health and sanitation protocols

Customers

- Will utilize Addie's Attic and Basic Essentials once per month unless there is an emergency need
- Will be limited to 5 people at one time in the building
- Should wear cloth face coverings or face shields. Face coverings will be available to those who do not have one *
- Should plan on just *one person* in the household entering the building ("solo shopping")
- Should not bring their own bag
- Should utilize the available hand sanitizing stations
- Will be offered disposable gloves if desired
- Should remain 6 feet from other people whenever possible and follow posted guidelines
- Will not be allowed to use the restroom
- If a customer is in need but uncomfortable coming on site, they may call to discuss an alternative

*If a customer is not able to wear a face covering for medical reasons, Bridging the Gap is happy to make reasonable accommodations such as curbside service or a separate appointment as available

These guidelines may be adjusted at any time at the discretion of Bridging the Gap to ensure a safe, friendly and functional experience for customers, volunteers and staff.

