

## **Guidelines for Furniture Ministry Operation – COVID 19 Precautions**

**REVISED 07 September 2020**

The Furniture Ministry ceased operations on March 14, 2020 due to the pandemic. After consulting with Dr. Ron Shive, the Furniture Ministry Committee created a set of practices to follow that would enable continued operations on a limited and revised schedule. These procedures were designed to protect volunteers, church members and clients from the spread of the virus while meeting the needs of those referred to the ministry for assistance. In addition, the practices allowed for donations by church members, as well as the securing of inventory from the Gibsonville warehouse on a case by case basis.

Following is a list of procedures as we continue to operate during uncertain times.

### **Procedures**

Furniture Ministry volunteers will review and follow guidelines established by the FPC COVID-19 Re-Entry Task Force for Congregational and Campus Use Activities.

Only Furniture Ministry volunteers are allowed in the facility at any time.

Limited number of volunteers inside at any given time – not to exceed five.

The office is only open on Mondays 1:00 – 5:00, thus limiting the number of volunteers needed to complete referrals, tag for pick-ups, and manage pick-ups/and donations from church members.

Face Masks are required indoors and when interacting with clients or church members who are dropping off donations.

Donation pick-ups and trips to the Gibsonville warehouse require gloves and masks. These are scheduled on a case by case basis.

Donation pick-ups are no-contact – meaning the person giving donation must physically distance and not assist FM volunteers.

No FM volunteers are to go inside a home to get donated items, unless the house has been unoccupied and is currently unoccupied. Donations must be moved to the garage, carport, or outside if the person giving the donation currently occupies the home.

Tools (hand trucks, carts, etc.) are wiped down with disinfectant after each use.

Furniture Ministry volunteers to not deliver furniture to clients and do not help with loading furniture for pick-up in order to limit contact.