

Instructions for All Clients and Volunteers:

- **Please do not come to Career Closet sick**, with symptoms of Covid-19, or after being exposed to others suspected of having Covid-19 in the last 14 days. Career Closet may turn you away if we have any doubts about your health. Please do not bring friends or children, as they will not be allowed on the premises.
- **Bring signed Certification and Waiver with you**, to confirm you are not sick, will abide by the protocols and waive all liability due to Covid19. Please wait curbside until invited in to Career Closet. Then take your temperature and use Hand Hygiene.
- **Please wear a mask* AND maintain 6 ft. social distancing at all times**, at all times on site.

Definitions:

“Hand hygiene”: washing hands/gloves for 20 seconds with soapy water or with 60%+ alcohol-based sanitizing solution; or putting on freshly sanitized gloves.

“Take Your Temperature”: Hold the temperature gun with a paper towel, point at forehead, and squeeze “trigger”.

“Disinfect”: Wipe down with FDA-approved cleaning agent for Covid 19.

Instructions for Clients:

- 1) **Upon entry to Career Closet**, the entrance table is on your right:
 - a) Using the paper towel to hold the temperature gun, please take your temperature; place gun on table and paper towel in wastebasket.
 - b) Please wash your hands using the hand sanitizer provided or by washing your hands in the "men's" bathroom (which is not used for changing).
 - c) Sign in, using the disinfected pen provided. Place the used pen in the used pen basket.
- 2) **A Career Closet volunteer will direct you** to your dressing room, mirror and clothing racks. Please stay within the rectangle outside your dressing room.
 - a) Your volunteer will attempt to stay six feet from you. To select clothing for you to consider, they may approach your rack of clothes from the other side while you are in the dressing room or otherwise 6 feet from them.
 - b) If you need a different size rack of clothing, they will bring it to you, while maintaining all protocols. (For clothing you have tried on, please place it on the side of the rack.)
- 3) **After you have selected up to 3 outfits**, please use Hand Hygiene or wear disposable gloves provided. A Career Closet volunteer will then direct you to the rear of Career Closet, where you may select a pair of shoes and an overcoat.
 - a) Only one client and one volunteer are allowed in the rear room at a time. Please maintain social distancing from all parties and continue to wear your mask.
 - b) Belts, jewelry, handbags and scarves will not to be provided to clients at this time, in order to minimize risk of different people touching the same items.
- 4) **When your appointment is complete** (generally 1 hr. to 1 hr. 15 minutes, never to exceed 1 hr 30 minutes), a Career Closet volunteer will record the items taken.
 - a) Please fold your clothing selections and place the items in the plastic bag(s) provided. (We encourage you to double bag if the bag of clothing is heavy.)

Cancellations: *If you cannot make your appointment or the bus/train pickup, please call 914-944-1472 prior to 9 AM Saturday to cancel, or you will not be allowed to reschedule.*

Instructions for Volunteers:

1) Prior to Arrival of Clients:

- a) Employ hand hygiene. Take your temperature.
- b) Disinfect the following surfaces: handles of the doors to Career Closet, to each dressing room, and to the bathrooms; the toilet seats and flush handle; the sinks, counter tops and sink handles; the seat and hooks in the dressing rooms (including the women's room); the desk top at the entrance; all light switches; all seats for clients/volunteers.
- c) Set up entrance table perpendicular to wall at entrance (see site layout, Chart 1), to include sign-in sheet, disinfected pens, and hand sanitizer/tissues, plus holder for used pens and waste basket for used wipes and paper towels.
- d) Place racks by client size at least 6 feet from entrance to each changing room. (When bringing racks out, use hand hygiene, wear a mask, cover rack with plastic if you are breathing on it or leaning against the clothes, and stay 6 feet from other volunteers.)

2) Upon Arrival of Clients

- a) One volunteer greets client(s) while standing, masked, 6 feet behind table.
- b) Check thermometer gun after use by client. Clients should then complete sign-in form and certification with clean pen, then place the forms in the receiving basket and place pen in holder for used pens. (We are not reusing pens the same day.)
- c) Direct client to their dressing room, mirror and clothing racks. Remind them to stay within the rectangle outside their dressing room.
- d) Stay six feet from the client and from other volunteers. To select clothing for the client to consider, you may approach their rack of clothes from the other side while they are in the dressing room or otherwise 6 feet from you.
- e) If your client needs a different selection of clothing sizes, bring the racks of new sizes to them, while maintaining all protocols.

3) After the client has selected up to 3 outfits, remind them to use Hand Hygiene and direct them to the rear of Career Closet, where they may select a pair of shoes and an overcoat.

- a) Only one client and one volunteer are allowed in the rear room at a time. Please maintain social distancing from all parties and continue to wear your mask.
- b) Belts, handbags and jewelry will not be provided to clients, in order to minimize risk of different people touching the same items. (You may also bring shoes out to the front.)

4) When the client's appointment is complete (generally 1 hour to 1 hour 15 min), record the items taken. Put clothes left behind back into their appropriate racks.

- a) Let the clients fold their items and place them in the plastic bag(s) provided. (Encourage the client to use a double bag if the bag of clothing is heavy.)
- b) Replace racks, entrance table and supplies; disinfect surfaces as in 1(b).

Transportation:

Transportation by car is encouraged. Park in parking lot at 25 South State Rd. Briarcliff Manor, NY. Career Closet is in basement of church across the street, at 30 S State Rd. (Tel: 914-944-1472)

Transportation by Bus or Train: Career Closet will pick up one individual at a time arriving at #14 bus in Briarcliff Manor (at ~10 AM), or Scarborough (~9:16 am) or Pleasantville (~9:45 am) train stations, but only by appointment. A plexiglass divider will separate the driver and the rear seats. (Clients may also walk the 7 min. from the bus.)

* Special Circumstances:

If a client is not able to wear a mask, for health or other reasons, she should have her agency contact Career Closet to attempt to make alternative arrangements.