



## **CONTINGENCY OPERATING PLANS DURING A PANDEMIC (Approved 2009)**

As a response to pandemic health conditions, several potential changes in normal operating procedures will be considered. The Executive Director will evaluate each situation based on current conditions and information made available by local governments and the Centers for Disease Control and Prevention. After consultation with the Co-Op Board President, the Executive Director is authorized to implement those changes that seem prudent. Potential changes that may be put into practice include, but are not limited to:

**1. Closing or Reducing Hours of Operation.** Unless ordered by governmental authority to close during a specific time period, the Co-Op will strive to operate on its regular schedule during periods of pandemic health concerns. However, the Executive Director may determine that conditions warrant temporarily closing or reducing the hours that the Co-Op will operate. In making this decision, consideration will be given to the open/closed status of the Gwinnett County School System. The final decision, however, is at the discretion of the Executive Director.

**2. Volunteer Protocol.** It must be clearly communicated that volunteers who are sick or who have sick family members at their homes are expected to stay away from the Co-Op until they are healthy. All volunteers will be alerted that there may be an increased need for their services at other than their regular times, to cover for others who are ill.

**3. Limiting the Number of Clients in the Building.** To avoid excessive crowding in the Co-Op building, the number of clients who may be inside the building at any one time may be limited. Clients who are sick may be denied access to the building.

**4. Increased Sanitation.** Measures to discourage the spread of germs during regular operations may include: (a) omission of hand-holding during prayers; (b) cessation of hand-shaking with clients/others; (c) encouragement of hand-washing by interviewers after each client; (d) increased use of hand sanitizers and wipes; and (e) use of face masks when interacting with clients.

**5. Use of Pre-Packaged Food Boxes.** To assist clients who are sick, food boxes may be prepared in advance so that they may be provided to eligible clients with a minimum of client contact.