



COVID-19 (*coronavirus*)

STATEMENT

The Atlanta ToolBank is committed to the safety, health and welfare of our staff, volunteers and members at all times. We are taking serious measures to do our part to flatten the curve of transmission of COVID-19. In response to questions we've received from partners and stakeholders, and in anticipation of what is to come in the next few weeks and months, here are vital details of our comprehensive precautions:

- Staff reduction and shift staggering
 - Internally, we are focused on all projects that can be completed remotely. All non-essential tool lending staff will telework in the near-term with few exceptions. When on-site, staff will practice social distancing in accordance with CDC recommendations and guidelines. We will guarantee regular wages for all staff without having to use paid time off or sick time. This is a small part of what we can offer to promote the general welfare and ensure none of our staff has to make a hard choice between their paycheck and their health.
- Limited interaction with members, volunteers, and trainees
 - For the remainder of the month, we have postponed all classes in the Tool Training Center, volunteer events at the ToolBank, and facility rentals. We will revisit opening the TTC in April.
 - **We are working on a plan to provide live online trainings for our member agencies and the general public. More details will be provided soon.**
- Enhanced buffer zones
 - Our staff is switching out gloves for any interaction with tools, using a new pair for every transaction. Soiled pairs are washed immediately using hot water, then dried on high heat.
- Enhanced cleaning and disinfection
 - All tools issued during this time of acute crisis will be disinfected beforehand.
 - All returned tools will be quarantined 72 hours, then cleaned per FEMA and CDC regulations and recommendations.
 - Hand sanitizer dispensers have been ordered and will be installed at all pedestrian entrances to the ToolBank.
- Extension of tool orders and waiver of extension fees
 - For any member agency who currently has tools out, they will be able to extend their order without incurring extra fees.

- Restricted access to our facility
 - As a normal practice, all visitation to the ToolBank is by **appointment only**. This will continue to be the case during times of heightened precaution, but additionally the front entrance and side gate will be locked at all times and only those individuals with appointments pre-approved by ToolBank staff will be allowed in the waiting or loading areas to limit the number of visitors to our facility.
- Remote meetings
 - All meetings, internal and external, are now taking place 100% remotely to limit personal physical interactions.
- Demand for tools
 - We will be reaching out to our networks of health professionals, first responders and critical service partners to let them know that tables, chairs, and other event supplies and equipment are available. We have heard that some first responders are using pop-up testing sites and issuing food and supplies to families practicing self-isolation. **If any organization doing this work needs our equipment, we are here for them. Please spread the word and have organizations e-mail our Tool Lending Program Manager, Chad Pickett at chad.pickett@toolbank.org to arrange details if they need a resource we can provide.**
- Giving
 - The Atlanta community has **always** pulled together in times of uncertainty. Now is no different. With postponement or cancellation of fundraising activities, tool orders and events, the negative impact of this pandemic on the charitable community has already begun. We rely on generous support from people and companies who wish to make a difference. Now more than ever, we need your support. The organizations we serve are counting on us, and we are counting on you. Please consider clicking the link below:

<https://secure.givelively.org/donate/atlanta-community-toolbank-inc>

We continue to closely monitor the situation and adhere to best practices as put forward by trusted officials including the Center for Disease Control and Prevention, the World Health Organization, and the Georgia Emergency Management Agency. As such, more modifications to our standard operations may be forthcoming. It is essential that we balance our availability for partners with the safety of all stakeholders of the Atlanta ToolBank.

Thank you for your continued support!

