



These are uncertain times, and Easterseals-Goodwill Northern Rocky Mountain's priority is to protect the health and safety of our participants, customers, donors, and staff, and do our part to minimize the spread of this virus.

With the recent confirmed and reported cases of coronavirus (COVID-19) in the states in which we provide services and operate retail stores, this is especially true. We are invested in providing a safe environment for all individuals. Below are details about some of the ways we are doing this:

Our Program Services

Providing Easterseals-Goodwill programs and services safely

- As long as it remains safe for participants, staff, and our community, we will continue to provide services. As always, we respect the rights of the individuals we serve and their parents/guardians to make choices they believe are best for them.
- We continue to follow the guidance of public health officials and are not closing our facilities at this time. However, we are taking steps to prevent the spread of this virus.
- Please contact us if you or your family member participate in Easterseals-Goodwill programs and you have questions.

Clean facilities

- We have increased the frequency of our regular daily cleanings, we are using EPA-approved disinfectants to keep our sites clean, and we will continue to follow cleaning guidelines.

Prevention

- We encourage everyone to follow [Centers for Disease Control and Prevention \(CDC\)](#) recommendations to prevent the spread of illness.
- We encourage frequent hand washing, avoiding touching your face, coughing and sneezing into a tissue or your elbow, etc.
- We encourage people to take steps to protect themselves from illness by avoiding close contact and distancing themselves from others. We are asking visitors and staff who are ill to stay home.

Preparation and resources

- Easterseals-Goodwill has a continuing operations plan in place for situations such as this that may affect a number of individuals and/or staff. Management is prepared to take action for the health and safety of the people we serve and our staff as needed. Our organization has implemented a multidisciplinary task force specifically for the coronavirus issue.
- Where possible, we have extra supplies on hand just in case.
- We have a [family caregiver resource](#) for helping your ill or elderly loved ones during this situation.

Credible/reliable information

- We are continuing to work with local medical providers, the CDC, and state department of health agencies to ensure we have the most current information and we are taking appropriate precautionary steps.

Our Goodwill® Stores

To help minimize the risk of spreading coronavirus and other diseases to customers, donors, and employees in our Goodwill stores, we have implemented the following practices:

- Scheduled wipe-down cleaning process with EPA-approved disinfectants.
- Store-wide cleaning take place every two hours.
- Extra attention is given to cleaning areas accessed by numerous people such as door handles, credit card keypads, and restrooms.
- Employees are encouraged to practice CDC-recommended prevention steps including washing their hands frequently throughout the work day, limiting close contact with others, and staying home if they are ill.
- We encourage customers and employees to practice social distancing whenever possible.

Due to the stay-at-home order by Governor Little of Idaho, effective March 25th, our Goodwill stores and donation sites in Idaho will be temporarily closed. The locations will not be accepting donations during this time.

Montana and Utah Goodwill stores and outlet hours will be temporarily changed due to COVID-19. Hours will be:

11am-5pm Sunday (Outlet is closed on Sundays)

10am-6pm Monday-Saturday

We hope to resume normal hours as soon as we can.

Goodwill stores provide funding for some of Easterseals-Goodwill's programs and services, as well as providing employment experience and opportunities. Every week that we continue our retail operations is another week we can support our customers, our community, and our associates. Our goal is to stay open unless government and health authorities tell us it's inappropriate to do so. We are constantly reevaluating our options for continuing retail operations by listening to our managers and following the direction of government and health authorities.

If an employee chooses to self-quarantine, voluntarily reduces their hours, has reduced shift schedules, or is absent due a COVID-19 related reason, they may use PTO or take a leave of absence. In some situations, they may be eligible for short term medical. Employees can direct their questions to HR.

At this time, there is no federal legislation that is helping nonprofits of our size cover paid sick leave to employees for COVID-19 related issues.

For Employees of Easterseals-Goodwill

Idaho Employees: If you need to reach Human Resources, please call: 406-761-3680.

We encourage all employees to be healthy and do their part to limit the spread of this virus. We are asking employees to please:

Help keep our workplace clean

- Wipe down work areas.
- Clean up after yourself in the bathroom and breakroom. Keep breakrooms and common areas clean.
- Wipe down surfaces often, such as keypads, phones, keyboards, handles, etc.

Wash hands

- Wash your hands twice as often as you usually do. Use soap and warm water. Wash for 20 seconds.

- Continue to wash your hands well after using the restroom, before eating and after eating, first thing when you get to work, at your breaks and lunches, last thing before you leave work, first thing when you get home.

Practice good hygiene

- Try not to touch your eyes, nose and mouth.
- Cough and sneeze into a disposable tissue (best option), or your elbow (second best option). Don't cough or sneeze into your hands or out into the open.
- Social distancing is just fine. Give yourself a little more personal space. Avoid shaking hands, hugs, etc.

You and your wellbeing

- Have a plan for your family. If you care for children or grandchildren, have a back-up plan for your kids if your school or childcare closes unexpectedly. If you care for elderly or ill family members, consider back-up options if you or other caregivers get sick. If you carpool to work, have a back-up plan if your carpool buddy is sick. We encourage you to plan now for such situations.
- Access our Employee Assistance Program (EAP), if you are feeling overwhelmed or anxious and would like to talk to someone. This program offers free counseling and other help to all Easterseals-Goodwill employees. Contact your supervisor or human resources for information about the EAP program.

Stay home if you are ill.

- Easterseals-Goodwill provides paid time off and short term medical pay to benefit-eligible full-time and part-time employees so they can take paid sick days to care for themselves or family members, if needed.
- Employees are encouraged to talk with their supervisor about any questions or concerns they may have.

If you have any questions about Easterseals-Goodwill's services or our response to the coronavirus situation, please contact us. We'd be happy to talk with you.

Sincerely,



Michelle Belknap
President/CEO
Easterseals-Goodwill Northern Rocky Mountain