



IMPORTANT PROGRAM UPDATES in response to COVID-19 virus as of Tuesday, March 17th, 2020

As the current health crisis continues to unfold and evolve, we at Beverly Bootstraps have been working to adapt our programs to create an environment that promotes the health and safety of our clients, staff, and volunteers. Providing food to those in need in our community is a critical part of our mission and we believe the measures outlined below will allow us to solely focus on delivering food during this challenging time.

PROGRAM UPDATES & PRECAUTIONS TAKEN AS OF MARCH 17, 2020

- Thrift Shop is closed until April 6th.
- The Tax Prep program has been suspended until further notice.
- All Adult and Youth Education is suspended until further notice.
- Case Management services will only be available through our [online client inquiry form](#) and phone calls.
- **New Food Pantry Model (outlined below) begins Wednesday, March 18th**
- Restricting building access to only the staff/volunteers who have been assigned to either our morning/mid-day shift or the late afternoon shift/evening shift and clients in need of food. All other operations will be on hold or conducted remotely.
- We will keep both shifts of workers separate from each other and will not have any cross over of staff between the two groups. This way if there is any exposure during a shift we will have another team in place to continue food delivery as long as possible.
- Each shift will wipe down surfaces and door handles throughout our facility.
- Additionally, we have a team working remotely that includes Leadership team members that will be able to continue to make strategic decisions and carry our work forward should any of the onsite teams become exposed or ill during this time.
- Our entire Leadership team is having a daily Zoom meeting to discuss our continued response to this health crisis and to make adjustments to our operations as needed.
- We are asking volunteers and visitors who have traveled outside of the U.S. in the last 14 days, or who have been in close contact with someone who has or may have contracted COVID-19 to refrain from visiting our building for at least two weeks.

- Finally, we continue to work with key community stakeholders who are involved in distributing food to those in need. These conversations will lead us to increase the support infrastructure needed to continue to provide food to our community.

All of this is necessary to allow us to limit the number of people in our building and to focus all of our attention on providing food to those in need in our community.

NEW FOOD PANTRY MODEL:

- Prepared bags of food will be given to individuals/families in need based on family size. Each pantry client will receive two bags of food; one perishable and one non-perishable. By going to this model clients will spend less time in the building and will not be touching any of the food as they had in the shopping model that had been in place prior.
- We have extended our daily Food Pantry hours in an effort to keep people moving through our space and eliminate congregating in the lobby.
- For any new clients to our Food Pantry we will do an abbreviated intake form, eliminating the need for new clients to come earlier than distribution times and avoid meeting with a member of our staff in a one-on-one meeting.
- We have a strong existing relationship with the Greater Boston Food Bank and will continue to work with them as they will be our main source of food during this time.

Existing Food Pantry clients are asked to bring their re-useable bags. Food will be given to clients in paper bags, however clients may want to reinforce the paper bags with the stronger reusable bags that they typically use when visiting the Food Pantry.

NEW HOURS OF OPERATION

Monday, Thursday and Friday – 10:00 am – 2:00 pm

Tuesday - 2:00 pm – 6:00pm

Wednesday – 10:00 am – 6:00pm

HOW TO HELP

At this time the best way to help us during this crisis is to consider making a donation or even consider joining our Circle of Hope. By becoming a monthly donor, you will keep your support going, no matter how long this situation lasts.

We are asking the community to not bring us food or supplies at this time, given that we are able to secure food through our strong partnership with Greater Boston Food Bank. In the spirit of social distancing we would like to limit the number of people coming to the building and we encourage the community to follow all local, state and federal guidelines in regards to interacting with others.