

To Kiwanis Members and Volunteers (“Workers”)

Attached to this Notice are the rules adopted by the Sales Management Oversight Committee (SMOC) for members and volunteers (“Workers”) who work weekdays and sales days, sorting, pricing and stocking merchandise in the intake areas and on the Sales floor. These rules also apply to those who work during the Thrift Sale on sale days. These rules were adopted by SMOC on November 3, 2020 and pursuant to CDC and Washtenaw County/State of Michigan health and safety requirements for retail operations during the COVID pandemic.

Our Sales Manager, Mario, will schedule members and volunteers to work during the week and also on the Sales floor and donation container area on Saturdays. Bob Gray and Ellen Webb will schedule workers at and in the area of the cash registers for sale days. Members and volunteers must complete risk assessment forms and COVID training before being scheduled to work.

Please review the attached rules. Please note that these rules will be updated and modified periodically in compliance with changing health and safety regulations and to take into account changes, needs, and our experience with operations.

Also, SMOC is considering opening the Thrift Sale on Fridays in mid-January in addition to the Saturday sales day. To a large extent this will depend on having adequate staff for a Friday Sale. Please think about whether you would be able and willing to work on a Friday sales day. More information about this will be forthcoming.

Dan Dever, SMOC Chair

November 5, 2020

Kiwanis Sales Management Oversight Committee (SMOC)
COVID OPERATING RULES AND PROCEDURES
Adopted on November 3, 2020.

These rules and procedures are subject to review and modification.

The following rules were established by SMOC as an update of operating procedures and COVID-19 safety measures, allowing sales operations to increase the number of hours and weekdays that volunteers and members may work in the building in areas of sorting, pricing and stocking merchandise as well as assisting with the Voucher program. References to the “building” in this document are to the space occupied by the Kiwanis Foundation and Thrift Sale only.

These rules seek to comply with Michigan Health Department guidelines and MIOSHA regulations, issued October 14, 2020, requiring employers with employees/workers on site during the COVID pandemic to implement certain procedures to avoid unnecessary exposure of any person to the COVID virus and to maintain a safe work environment. SMOC may further modify these rules to comply with changes in federal, state and local regulations governing retail operations during the COVID pandemic.

These rules apply to Kiwanis members, volunteers and employees (“workers”).

1. Thrift Sale and other workers coming into the Kiwanis building must participate in a daily health screening upon entry including a questionnaire and temperature screening. (Mario, Tanya, Liesel or any member of SMOC may conduct a screening protocol for persons entering the building). Self-screening is no longer allowed under updated health regulations.
2. Mario and Tanya are designated Safety Officers, and Liesel is an Assistant Safety Officer. At least one Safety Officer must be on site at all times when workers are in the building.
3. Kiwanis requires 6 feet of separation between workers and/or barriers and floor markers to designate individual workstations. Mario to designate the number of persons allowed in any area at one time with signs and other indicia placed at workspaces as necessary.
4. Face coverings must be worn at all times by everyone in the building. Masks or shields must completely cover the nose and mouth. Anyone observing non-compliance is encouraged to bring the lack of properly worn face covering to the worker’s attention, requesting that the mask or shield be properly worn, and reporting any refusal to do so to a Safety Officer.
5. Members and volunteers must complete a new MEI Form, a Health Risk Assessment Form, a COVID-19 Training Session and be approved by Mario before being scheduled to work in the building.

6. The building will be open Monday through Friday from 9:00am until 1:00pm for scheduled workers (members/volunteers) to sort, price and stock merchandise. Members and volunteers should be assigned in advance to a designated workday before being permitted to enter the building, subject to authorized exceptions. Paid employees may work different days and hours, as scheduled by the Sales Manager and/or the Building Committee.
7. Members/volunteers should arrive no earlier than 9:00am and enter through Door 19 (north end of East Dock) to Check-In on the Attendance iPad, get temperature taken and answer COVID-19 related questions by Liesel Baker. Members/Volunteers must leave the building at 1:00 pm when the work shift ends, unless specific advance arrangements have been made. (Note: 9:00am arrival allows Sales and Building employees to arrive/check in before members/volunteers arrive. The 1:00pm closing for members/volunteers allows Sales and Building employees to complete closing activities and check out at their assigned times).
 - a) Mario or his designee shall designate and schedule members/volunteers for each department for sorting, pricing and sales days.
 - b) Bob Gray and Ellen Webb or their designee, shall schedule Volunteers at Check-Out stations, including Cashiers, Backup Cashiers, Packers, Backup Packers, the Host Monitor, the Door Monitors and Parking Lot Volunteers. Bob, working with Peter Schork, shall schedule workers for the parking lot, including donation intake workers, parking lot attendees, and line supervisors. Schedules should be sent out in advance by Bob.
 - c) Bob Gray and Ellen Webb shall also schedule workers for the Voucher Program. Schedules should be sent out in advance by Bob.
8. Subject to permitted exceptions, operations and scheduling for each day of the week for volunteers and members, exclusive of paid staff, shall be as follows, subject to changes based on experience, needs and the potential for opening sales on Fridays:
 - a) Monday: Members/volunteers with no health restrictions may be scheduled to work;
 - b) Tuesday: Members/volunteers with moderate health risks scheduled to work;
 - c) Wednesday: Members/volunteers with higher health risks scheduled to work;
 - d) Thursday: Scheduling for areas of the sales floor in which voucher clients will be shopping are limited to voucher program workers. Members/volunteers who work directly with social workers and voucher clients may not be scheduled to work the next two days following vouchers, being the Friday or Saturday of the same week. Voucher clients and their social worker shall be responsible for

loading purchased goods and removing them from the premises without assistance from paid staff.

- e) Friday: Members/volunteers with no health restrictions may be scheduled to work;
 - f) Saturday: Thrift Sale open to the public with members/volunteers to arrive at building at scheduled times;
 - g) Sunday: Building closed subject to exceptions determined by the Sales Manager.
9. If a member/volunteer of the Prep Group cannot work a scheduled shift, or Sale Day workers assigned to the sales floor, they are asked to contact Mario as soon as possible so another person can be scheduled for that shift. Cashiers and other Sale Day Volunteers working in the area of the cash registers should contact Bob and/or Ellen if they cannot work as scheduled.
10. Individual workers shall not work in the building alone. The “two-person” rule applies to all persons other than the Safety Officers, meaning that two members/volunteers in the same department or work area must be working at the same time, provide a Safety Officer is also in the building also. A Safety Officer may not be counted as the “second” person for application of this rule.
11. Members/volunteers who violate these rules or choose not to observe them will be given a warning and a reminder that these rules are mandatory and put in place for the health and safety of everyone in the Kiwanis building. A second violation will result in the member/volunteer being suspended from working. The length of the suspension, terms of return, and/or disqualification from working shall be determined by the Sales Manager, with a review if requested by SMOC.

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