



# Furniture Bank of Southeastern Michigan

March 16, 2020

To all of our friends in the community:

The Furniture Bank is committed to preserving the health and well-being of our donors, clients, volunteers, and staff. We are continually monitoring the spread and impact of COVID-19, following the advice of Federal, State and Local government health officials. We are also taking the following measures to mitigate risk of virus transmission:

- We are instructing all moving staff to maintain at least six feet of distance from furniture donors when going into homes to remove items.
- Furniture donors also have the option of putting items outside their house, which also allows them to take advantage of our free pickup service.
- We will be closing our vestibule, which is a small area that frequently gets crowded with people. We're setting up a separate phone line for clients to call when they arrive for appointments, and we are instructing them to wait in their cars.
- Client appointment charges will be taken by phone via credit card, through the mail or dropped off in an envelope in our mail slot on Perry Street.
- Clients have the option of having us pick items out for them if they do not wish to come into our showroom.
- On a daily basis, we will be frequently wiping down facility door knobs, phones and keyboards with disinfectant.
- We will increase the daily frequency with which we spray furniture with antimicrobial and/or 91% rubbing alcohol.

We will continually reassess our policies, procedures and protocols as circumstances evolve in the coming weeks and months. In the meantime, we appreciate your understanding as we continue to meet the basic needs of local families in these challenging times.

Sincerely,

Robert Boyle  
Executive Director