

We, at Central Office, have decided that as of July 6, 2020 we will be opening our doors again to those groups and members who require our services.

Our operating schedule for the time being will be three days a week, Monday, Wednesday and Friday, in the mornings, as per our usual Summer Schedule, from 10 am to 1 pm. This could be subject to change at any time, depending on both the volunteers and the state of the world.

Some of the policies and procedures we discussed being in place are as follows:

- We will have a cleaning/sanitizing routine in place, both after each “customer” and at the end of each day.
- We will be open three days a week, at three hours a day, with two Central Office volunteers on (and only two for the time being) as per our Central Office Guidelines.
- We will ask that people coming into the Office call ahead (“by appointment”) so that we can preferably take their order, and be ready for them. We will take walk-ins, but preference will be given to those who have called ahead.
- We will allow in one “customer” at a time (or if they are in each other’s bubbles, they can come in together and remain socially distant).
- We will hope to keep a record of those coming in, with name, group and preferably a contact number, just in case we must contact them after their visit.
- Any coffee and/or tea service is suspended, as it encourages people to hang out, and can be difficult to monitor for transmission, but again, you can choose to use at your own risk. There will be disposable cups available.

I will be placing markers and signs around the Office to denote where people can stand as they wait for their order to be prepared, and where they can stand as they wait to enter.

Please remember that if you do choose to come in to the Office, your health is YOUR responsibility. You have every right to tell people that they should give you space, and it is your choice whether or not you choose to wear a mask/face covering or gloves. Disposable masks will be provided for the Central Office volunteers and gloves will be on hand, if they choose to wear them.

I will be around as we reopen to discuss changes and alterations to our usual routine, and can always be reached either via email or by phone.

If there is anything I have missed, please feel free to let me know, and I can clarify it for you.

Wishing you and your families all the best, and hoping that you stay healthy and sane!

Kristin  
Hamilton Central Office  
905 522 8399  
info@aahamilton.org  
627 Main St E, Suite 205  
Hamilton ON L8M 1J5