

# STRONG CASTLE OUTREACH COVID-19 POLICY

Given the spread of COVID-19, Strong Castle Outreach highly prioritizes and promotes a safe and healthy workplace for our employees, volunteers, and any and all organization partners, sponsors, and investors. We aim to follow the best available practices and recommendations of the CDC (Centers for Disease Control and Prevention) when serving the individuals in our community.

Here are the steps we're taking:

- All employees and volunteers, especially those likely to come into hand contact with clients, are now being highly recommended to use safe precautions when providing any services on behalf of Strong Castle Outreach. We encourage the practice of using cleaning products approved by the Environmental Protection Agency for use against the COVID-19 outbreak.
- To minimize the exposure of our employees and customers to COVID-19, we have adopted mandatory disinfection procedures for all in-house programs and projects. We have equipped all of our meeting spaces, work vehicles, volunteers and employees with the necessary materials to carry out these procedures.
- Our employees and volunteers are following a robust hand cleanliness protocol in all meetings spaces and active community outreach projects. We have also adjusted our sick-leave policies to encourage employee caution and safety.

As this issue evolves, we are monitoring the recommendations from the CDC and other global health organizations, and will modify our procedures and operating practices as appropriate.

For further information, and to learn about precautions that you can take, please see the CDC website <https://www.cdc.gov> regarding preventative measures against COVID-19.

If you have any questions, or concerns please contact us via the following:

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