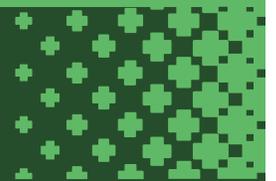


CORONAVIRUS DISEASE 2020

COVID - 19

BUSINESS PLAN





Prescott Area Habitat for Humanity in affiliation with Habitat International is closely monitoring the coronavirus outbreak and is taking a proactive approach to minimize the potential exposure to and spread of the virus. Please continue to monitor the information available from the Center for Disease Control (CDC) recommendations on the latest updates on how to protect yourself and others.

- **Objectives**

- Maintain a Safe Environment
 - Support Community Needs
 - Move Primary Mission – New Home Construction
 - Keep Workforce Intact
 - Explore Alternative Revenue Streams
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- **Recommendations to Protect our staff, volunteers and public.**

- In light of the President’s request for a 15-day period of closures to slow the spread and limited exposure for at-risk populations, and in response to Habitat International’s counsel the following recommendations are offered:
 - **Administrative Offices** – Close for the 15 days to the public effective March 16th, 2020. Staff will work remotely as able and operate in the office with a small crew completing on-going and systems improvement tasks. Each team is developing remote and/or revised work plans with evaluation criteria included. Mail will be collected and processed as needed.
 - Full and part time Administrative staff are instructed to stay home continuing to be paid at their appropriate rate and scheduled hours but must do their best to protect their own health when entering the workplace.
 - **Habitat Re-Store Operations** – Public access to the PAHH restore will remain closed for the 15 days, effective March 16th, 2020. A few employees, on a rotational basis, will continue to clean, improve systems, make interior improvements, with no “volunteers” in the store during this period.
 - Full and part time Restore staff are instructed to stay home continuing to be paid at their appropriate rate and scheduled hours but must do their best to protect their own health when entering the workplace.
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- **Due to the risk for exposure, all Restore pick-up and deliveries have been postponed until further notice.**
- **Customers & Donors have been contacted of this delay.**

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- **Construction Site** – All construction sites with volunteer builds have been shut-down for 15 days, effective March 16th, 2020.
 - PAHH construction manager has been instructed to stay home to be paid at his appropriate rate and scheduled hours but must do his best to protect his own health when entering the workplace.
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Summary

1. Administrative office will be closed to the public effective March 16th, 2020.
 2. The Habitat ReStore will be closed for business effective March 16th, 2020.
 3. Work on all **builds** will be suspended effective March 16th, 2020.
 4. Wall signing and dedication ceremonies will be postponed.
- We are acutely aware of the disruption these actions will have on everyone, but believe the safety of our staff, volunteers, sponsors, families and community must be our primary concern. As a Christian Mission, Habitat, and all of us, should do our part to slow the spread of this virus to avoid overwhelming our hospitals. We will continue to evaluate the environment and circumstances surrounding all of this and adjust our operations and efforts accordingly and will provide regular updates to all of you. We all pray for a speedy resolution of this public health crisis. Thank you for your patience, understanding and continued service to our organization, as we navigate these uncharted waters. If there are any questions, concerns or comments, please let me, any of our team, or board members know, and they will be addressed as expeditiously as possible.

Attachment:

[CDC Guidelines.pdf](#)