



## **Bluffton Self Help COVID-19 Plan**

### **(Updated March 18, 2020)**

In an effort to keep our clients, staff and volunteers safe, we are taking the following measures to prevent the spread of the COVID-19 Virus. As always, please check our website ([www.blufftonselfhelp.org](http://www.blufftonselfhelp.org)) and Facebook page for updates. As a food distribution center, we are frequently cleaning and sanitizing all common areas and ask that anyone experiencing a fever or feeling ill to not enter the building. Bluffton Self Help will maintain regular business hours Monday – Friday 10 – 4pm. Any questions, please call our main line at 843.757.8000, leave a message and we will get back to as many inquiries as possible.

### **PROGRAM UPDATES**

#### **Food Distribution**

Bluffton Self Help will modify Food Distribution hours to Monday 3 – 6 and Thursdays 10 - 1. We will ask current Bluffton Self Help Clients to line up in their cars around the building. Volunteers and Staff will load pre-packaged bags of non-perishable food items into client vehicles. During this modified distribution, clients can pick up food once per week. Clients need to bring their BSH Card. If a Bluffton Resident is a non-client and in need of food, come during food distribution and we will issue a temporary card.

#### **Clothing Distribution**

Unfortunately, due to the close proximity of our clothing racks we are temporarily eliminating open clothing hours. If you are in need of clothing for yourself or your family, please call the main line to arrange pick up with a staff member.

#### **Emergency Financial Assistance**

We are currently accepting only completed applications for Emergency Financial Assistance. An application can be picked up at Bluffton Self Help (39 Sheridan Park Circle) or downloaded from our website <https://www.blufftonselfhelp.org/new/pdfs/2019BSHFinancialAppComplete.pdf>. Completed applications MUST include completed documentation.

Please review the checklist on the application to ensure all items are completed. A staff member or volunteer will call you for an interview within one business day.

#### **Education and Resource Center**

Bluffton Self Help's Education and Resource Center will continue business as usual until further notice. We provide access to open computers to apply for unemployment, SNAP and WIC Benefits and other usage. All classes are cancelled until further notice.

## **Client Reverification**

Annually, Bluffton Self Help completes client reverification to issue 2020 client cards. This process is temporarily suspended until further notice. All clients with 2019 cards are welcome to use our available services.

## **Non-client Programs**

If you currently are not a registered client of Bluffton Self Help, but are in need of services, please call us 843.757.8000 or come during our modified food distribution times and we will assist.

## **DONATION UPDATES**

### **Clothing Donations**

Unfortunately, due to the temporary closure of our Clothing Closet, we cannot accept any clothing donations until further notice.

### **Food Donations**

Food Donations are accepted at 39 Sheridan Park Circle only between the hours of 10 – 3 Monday through Friday. We are in need of rice, dry beans, canned beans, canned meat, canned fruit, pasta sauce, hearty soups and ready-to-eat shelf stable meals. We will also gladly accept paper and sturdy plastic grocery bag donations.

### **Financial Donations**

Bluffton Self Help anticipates a need for many families living paycheck to paycheck during this crisis. We have set up a fund specifically to support families affected by COVID-19. To make a financial donation, please contact Allison Crouch at 843.757.8009 or email [Allison@blufftonselfhelp.org](mailto:Allison@blufftonselfhelp.org). You can also visit our website at [www.blufftonselfhelp.org](http://www.blufftonselfhelp.org) and click the donate tab.

We anticipate our plans will change as this crisis evolves. Thank you for your patience and understanding as we do our best to meet the critical needs of our Bluffton community. If you have any questions regarding this plan, please reach our Executive Director, Kimberly Hall at 843.757.8886 or [Kim@blufftonselfhelp.org](mailto:Kim@blufftonselfhelp.org)