West Ohio Conference
All In Community COVID-19 Reentry Kit
Group Assembly Guidelines

The All In Community COVID-19 Reentry Kits consist of hygiene products (similar to UMCOR Hygiene Kits), a washable facemask, and a note of hope. The guidelines below can help create a safer environment for volunteers to gather to assemble kits. Of course, wisdom, good judgement, and following current social distancing guidelines are the best protection for all who gather to be the church. These guidelines are to help organizers think through their process for assembling kits with respect to social distancing protocols.

- **Designate 1-2 people to shop for all items.**
- **Gather and deliver items to assembly site at least 72 hours prior to assembling.**
- **Sanitize all items with wipes or spray if delivered within 72 hours and prior to volunteers arriving.**
- **Set up assembly site with tables at least six feet apart.**
- **Wipe down tables and chairs with wipes or spray prior to volunteers arriving.**
- **Place an inventory of each kit item at each table, so volunteers can assemble a complete kit at their own table.**
- **Provide each volunteer their own box/container to place their kits.**
- **Provide volunteers with face covering and gloves, or ask volunteers to bring their own.**
- **As organizer, record name and contact information for each volunteer on one sheet. Do NOT have each person sign in. Keep recording sheet for at least 3 weeks.**
- **Once kits are all assembled, provide hand sanitizer or wipes for each volunteer.**
- **Wipe down outside of boxes/containers before transporting to collection site if transporting within 72 hours of assembly.**
- **If you are arranging for a Disaster Response representative to pick up within 72 hours of kit assembly, wipe down outside of boxes/containers.**
- **Wipe down tables and chairs again prior to leaving assembly site.**
- **Contact Jeff Walker at jwalker@alink.com or your district Disaster Response representative with questions.**