

**ALF PROTOCOL
POSSIBLE EXPOSURE TO COVID-19**

- **If there is possible contact with member/customer testing positive or showing symptoms of COVID-19:**
 - **Manager/Committee Chairman/Member/Employee shall notify Ann Neilson, President and/or Greta Taylor, Office Administrator of possible exposure incident.**
 - **Ann Neilson, President, shall have an e-blast sent to all membership advising of exposure incident and the next steps to be taken.**
 - **Kim Westhoff, President-Elect, will be the ALF member responsible for contacting all members and employees that were at ALF during possible exposure.**
 - **Members that are contacted will be instructed not to return to ALF for 14 days. Please check the CDC or LA County Public Health websites for further steps to take.**

- **Care of ALF facilities**
 - **If a member/employee tests positive after being on ALF premises, the area will be closed for a thorough cleaning.**
 - **If a customer/visitor tests positive or shows symptoms while in ALF Facilities, the area will be closed for a thorough cleaning.**
 - ✓ **If customer has been in the Bargain Box, there may be a need for disinfecting or disposing of merchandise on the sales floor.**

