

## **Irish Cultural Center and McClelland Library Temporary Drop Off Plan in Support of the Navajo Nation**

**Intention:** The intention of the drop off donation center is to provide a housing space for much needed resources to the Navajo Nation in Arizona during the COVID-19 pandemic. This drop off center will serve as a holding place and will allow people in the area to donate supplies to a central location.

**Dates:** May 16-17, May 23-24<sup>th</sup>

**Times:** 9 AM – 12 PM

**Volunteer protocol:** Volunteers in the parking lot and collecting items from the public must have PPE in the form of gloves and facial masks and practice social distancing. These items will be provided as well as a hand washing station, disinfecting wipes and disinfectant spray. No more than 8 volunteers will be utilized in a day.

Inside of the Irish Cultural Center and McClelland Library's Great Hall (where the items will be stored), official staff or designated volunteers will be in full PPE in the form of a "clean room suit" and will place items for donation on a disposable tarp after disinfecting the items on the outside.

### **Process for donations:**

1. Patrons will enter the Irish Cultural Center and McClelland Library parking lot from Central Avenue and will be directed to the drop off zone in front of the main gates
2. Patrons will remain in their vehicles until a volunteer has communicated with them
3. Volunteers will either remove items from patrons' cars directly, or depending on amount and weight, will ask patrons to assist in removing items from their car
4. Volunteers will enter the gates and hand off donation item to be sanitized before official designee places them on tarp in Great Hall
5. Patrons will then proceed around the loop of the parking lot and will exit through the adjacent car park at the Found(RE) Hotel.
  - a. This has been approved from the Hotel's managers
6. Patrons will proceed onto Portland Street and will exit accordingly

