SUITORS

- Upon arrival, all volunteers will complete the COVID Questionnaire. If anyone is unable to answer appropriately to all questions, they will be excused from the suiting. These forms will be kept in a binder according to date. The client will also fill out the form and it will be right behind the volunteers’ forms. This will be required each time a volunteer enters the facility.
- All volunteers will wear non-medical masks. Volunteers can supply their own mask or they are welcome to have one from our supply.
- Runners will wear gloves when picking items from the inventory room.
- Please social distance from the other suitors and the clients.
- There will be no alterations during this time.

PRIOR TO THE SUITING PLEASE COMPLETE THE FOLLOWING:

- On Mondays and Thursdays, re-stock any items on the green rack that have been hanging for 48 hours before starting your suiting.
- Use Lysol wipes to wipe all door knobs.
- Wipe the chair in change room.
- Wipe any chairs and table in conference room (that you will use) and pens you will use.
- Wipe the outside door knob and railing before and after suitings.
- Be strategic and conservative on which items are pulled for your client.

LEAD SUITOR ONLY

- Greet the client at the “welcome table” before they enter.
- Ensure the client completes the COVID Questionnaire form and put volunteer and client forms in the binder.
- Ensure the client sanitizes her hands and provide her with a mask if required.
- Explain the protocols to the client - masks and social distancing.
- Only the lead suitor will be with the client filling out forms at the end of the suiting.

AFTER THE SUITING

- Don’t shake hands or hug the client - as much as you will want to...
- Thank the client for coming and ask her to sanitize before leaving.
- Sanitize high touch areas again – dressing room chairs, door knobs, bathroom (if required), railing and bottom door.
- Ensure clothing that the client did not take is bound together with an elastic band around hangers so the next suitors can put the clothing back into stock. Please make sure to date the bundle of clothing.