

March 18, 2020

Showroom Closed to Shoppers

Donations are still accepted at back door

Due to the current COVID-19 situation, EveryStep Giving Tree's showroom is currently closed.

Given the nature of EveryStep Giving Tree's business and our predominantly volunteer staff, we have made the decision to close the store to shoppers indefinitely.

Currently, donations are still being accepted at the back of the store from 10 a.m. to 3 p.m.

This was not a decision we made lightly. We will re-evaluate our closure as the situation surrounding COVID-19 changes.

We apologize for any inconvenience. Please stay safe!

COVID-19

EveryStep's Preparation, Prevention and Practices

EveryStep's top priority is the safety and health of its employees, volunteers, and the people in its care.

EveryStep activated its Emergency Preparedness Plan (EPP), effective Sunday, March 15, 2020.

As part of EveryStep's EPP, staff will be tasked with following new health protocols for their own health and that of our patients and clients. The following measures are now required:

- All EveryStep staff who are not self-isolating at home and are coming into a work location or completing home visits are required to record daily temperature and absence of COVID-19 symptoms, and report any COVID-19 symptoms each morning to their immediate supervisors. Staff are not permitted to enter a work location and/or patient/client home until or unless they are fever- and symptom-free for at least 48 hours (without medication).
- If an employee has immediate family members who are experiencing fever, COVID-19 symptoms and/or have an exposure to or an active COVID-19 diagnosis while living in same dwelling, the employee will need to self-isolate by staying home.
- All EveryStep staff are provided information about the risk factors for contracting COVID-19. Employees are asked to self-select and signal to their supervisors if they are identifying with factors that are high risk (such as being 60 years of age or older and certain types of health conditions). Individuals who have signaled

high risk status will be accommodated and supported for any request for accomplishing social distancing.

- EveryStep employees are expected to practice respiratory etiquette and hand hygiene.
- EveryStep is also honoring the practices and protocols put in place by its community healthcare partners.

For more information on EveryStep's COVID-19 response and practices, please click here.

Access To EveryStep Locations

We have made the decision to close all EveryStep offices to the public, EXCEPT the following locations:

- Kavanagh House on 56th Street, 900 56th St., Des Moines
- Greater Regional Hospice Home, 1111 Country Club Dr., Creston

EveryStep's 9th Street offices, 1111 9th St., and Bright Kavanagh Center, 3000 Easton Blvd., both in Des Moines, will be closed to the public starting **Friday, March 20.**

Our offices in Centerville, Council Bluffs, Creston, Knoxville, Mount Ayr, Mt. Pleasant, Osceola, West Des Moines and Winterset, as well as Bright Kavanagh Center, will continue to have vital staff present, can be reached by phone or fax, and will accept critical deliveries of supplies. However, the offices will not be open to the general public.

Additionally, EveryStep has suspended all in-person volunteer services, including our hospice volunteer visits, Senior Companion program, Amanda the Panda volunteers and those working at our EveryStep Giving Tree thrift store, until further notice. EveryStep is working to creatively identify other ways in which volunteers can support EveryStep programs during the COVID-19 crisis, while honoring social distancing protocols.

Location and Hours

3330 100th Street, Urbandale, IA

Special Donation Hours:

Monday - Saturday: 10 a.m. to 3 p.m.

EveryStep Giving Tree is part of the non-profit EveryStep organization, an award-winning organization which provides high-quality care and support services for lowans.













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