

Cooman, Kevin

From: Laura Eisele <theadventhouse@yahoo.com>
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To: Cooman, Kevin
Subject: PEM BOARD REPORT

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Kevin~

Below is my PEM board report.. Hope all is well with you!

PEM BOARD Report

With the disruption of the normal operations at Advent house during the current pandemic crisis, my duties have been varied and much out of the ordinary. I have continued to keep in touch with our volunteers through weekly emails, keeping them updated on the house status as well as touching base to see how they are doing. Many are eager to return although hesitant as well.

Glenda, Vicki and I have been rotating days spent at the house and sweet charity to maintain the social distancing requirements as mandated from our governor. During my time there I have sorted through all the Christmas items donated for Sweet Charity and helped pack them up for next year. I sorted through all the Depends and Chux - organizing them by size and labeled on shelves in the basement. Something that has been needed to be done for a long time.

I organized many of the files in (and under) my desk - bringing the old resident and inactive files to the storage cabinets down stairs and used this time to update all of my training files.

I wrote several referral letters for some of the college student volunteers as they are pursuing admissions to medical schools.

I arranged for a contractor to re-stain the back deck (which is in progress now) and got the carpets cleaned (which was done for free!)

Many of the things I had been working on and preparing for came to a halt mid-March. The Day of Caring that was supposed to take place was cancelled. Also our next scheduled training session for volunteers as well as the Volunteer Appreciation dinner was cancelled as well.

I have spent time at Sweet Charity, helping to organize the back room (which is still a work in progress!) I have been there several days a week to help with the intake of new donations. There is still much to be done there. More donation intake, sorting of goods, pricing and staging - which is being done by staff as our volunteers can not yet return.

I have participated in weekly Zoom meetings with the staff at the house and the store as we have been trying to figure out how to safely and efficiently put in place safety precautions for the volunteers and customers, once we get the okay to open the shop back up.

Glenda and I have also been participating in Zoom meetings with all of the other comfort care homes to try and come up with a solid plan to re-open our homes. Our current struggle is knowing we will have enough volunteers willing to come back - as well as making it safe to do so. Many, many considerations...safety procedures such as sanitization, do we take temperatures, what to do if a staff member, volunteer or resident tests positive for the virus.... We are working on a survey to send out to the volunteers to find out what would make them feel most comfortable as well as safe while in the house.

In anticipation of Sweet Charity reopening soon, I plan on spending most of my time there getting the store ready - making seasonal decor changes (the store was ready for Spring when it closed and now it needs to be ready for summer) as well as the never ending sorting and pricing of new items as they come in.

I am also planning on some time at the house as well - helping Vicki pack up all of the Gala auction items that we unfortunately could not utilize this year.

And of course, Glenda and I will continue to work out a safe plan for re-opening as we confer with the other homes and the agencies we serve.

We continue to take one day at a time and pray that things will get back to normal soon!

Laurie Eisele

Volunteer Coordinator

The Advent House

phone: 585-223-6112

fax: 585-223-6078

<http://theadventhouse.org>