



## Distribution of Cleaning Supplies for Community Gardens

Once members have placed their order and have paid for their needed cleaning supplies on the Friends of The Federation of Calgary Communities website, a date and time will be set up with one of our members for curbside pick-up of the items ordered.

In order to make this process as safe as possible for everybody, here is how it is going to work:

1. Go to <https://friends.calgarycommunities.com/>, place your order, and pay for items through PayPal (VISA or MC) or indicate you will pay by Cheque. You must bring your cheque to pick up the products.
2. Once your order has been confirmed, a member of our staff will get in touch with you to set up a date and a time of pick up.
3. On pick up day, once you are at our location, text or call (number) and let us know you are outside - make sure to arrive at designated pick up time in order to avoid high traffic and to practice physical distancing.
4. We will bring your items outside - please wait for our staff member to move safely back before putting your items into your vehicle. DUE TO RISK; Do not pick up if you are experiencing any symptoms of COVID-19.
5. If you are dropping off a cheque, our staff member will accept it from you and give you your items simultaneously. Our staff will use masks and gloves for this transaction.

For the safety of our staff and all members, when preparing your order for pick up, we will practice proper hand sanitation.

The Federation has protocols in place to ensure the staff on site are engaging in a variety of sanitation procedures throughout the day, which includes regular hand washing, using masks and gloves as appropriate and not coming to work if experiencing any sort of symptoms.

### Contact Information for Pick-up Arrangements:

**Phone number:** (403) 975-7904

**Address:** 720 28 St NE #110

If you have any questions, please contact [daniela.ossa@calgarycommunities.com](mailto:daniela.ossa@calgarycommunities.com)

Thank you and stay safe!