

March 11, 2020

Dear Agencies,

Effective Immediately.

Due to concerns surrounding the Coronavirus (COVID-19) and because of the potential of many people handling food in our warehouse, we are **temporarily suspending agencies from coming into the warehouse** until further notice. We apologize for any difficulties this cause. We are doing this out of an abundance of caution.

However, we are still “open for business” and **will be delivering orders as scheduled**. If you do schedule a pick up, we are asking that you **stay outside in your vehicle** and we will bring your order out to you...kind of like curbside delivery! In the event that a staff member has not seen you outside waiting, you can call the **front office at (607) 724-9130** and let them know you are here for a pick-up.

For those agencies that come in to pick recovered food (i.e. - produce, bread, etc.) on Tuesday, Wednesday or Friday, we are going to compile a list of what we have and email and/or post it, so you know what is there and so you can still access it. That too we will bring out to your vehicle, or deliver if necessary.

The building will still be open, so if you need to speak to someone from the Council or CHOW, come to the front entrance.

We are taking extra steps to make sure everything is clean, sanitized and disinfected and we encourage you and your agency to do the same. As the old saying goes, “An ounce of prevention is worth a pound of cure.”

We are also creating contingency plans and guidelines in the event that the health department mandates restrictions on group gatherings that would affect meal sites and pantries.

For the latest information about the virus, visit: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

We know this is an inconvenience, but we are trying to do our best to keep the food flowing and keep people healthy. **This is only temporary**. We don't anticipate any issues, but wanted to be proactive. Our goal is to ensure that those in our community who need the services of your pantries and community meals continue to get them.

This is uncharted waters for all of us, so we are asking that you please be patient with our staff as we do our best to serve you during this evolving situation. If you have any questions, feel free to contact us.

Thank you for your understanding and for all you do for our community!

Les Aylesworth  
Broome County Council of Churches  
3 Otseningo St.  
Binghamton, NY 13903  
607-724-9130 ext. 317  
[www.broomecouncil.net](http://www.broomecouncil.net)