



March 18, 2020 Message: UPDATED Habitat for Humanity Lakeside Response to COVID-19

Dear Habitat for Humanity Lakeside Supporter,

Due to the latest developments regarding COVID-19 (coronavirus) along with an abundance of caution and concern for our customers, volunteers, office visitors, team members, homeowners and the community at-large, we have made a difficult decision to shut down our Business Office and ReStore until further notice.

Without our ReStore operating, we have a loss in revenue of \$6,000-\$9,000 per week, a significant source of our revenue. Additional revenue sources include cash donations and loan payments from our clients. These revenue sources are also in question due to the uncertain economic environment. In order to preserve our organization and ensure that we are able to return to our important mission work when this pandemic has slowed, we have made some difficult staffing decisions alongside our closures. During the week of March 16, all but one of our employees, myself included, are being placed on a temporary unpaid layoff until further notice.

During this difficult time:

- The ReStore and Business Office will remain closed to the public
- We will not be doing ReStore pick-ups or accepting ReStore drop-offs
- All volunteer shifts have been cancelled until further notice
- All housing programs are currently closed for accepting new applications and applications in process will be placed on hold until we reopen

Our Board of Directors will follow guidance from Habitat for Humanity International as well as local, state, federal and CDC authorities as they consider when to reopen our ReStore and business office. When our revenue sources return, our Board of Directors will also create a timeline to start bringing staff back.

During this shutdown, it's important that we share how you can still communicate with us. Know that voicemail messages will be checked weekly by our Board of Directors. All staff email inboxes will be forwarded to our loveinaction@habitatlakeside.com email address, which will be checked by our Board of Directors on a more regular basis. Please email loveinaction@habitatlakeside.com with any questions you have during this time.

In closing, I want to remind everyone involved in our mission that these decisions are not being made lightly. They are being made to preserve our organization long-term and to protect our future. It is our intent to still serve families with affordable housing solutions this year. This means building a home on Erie Avenue, continuing with our Faith Build, carrying out our Rock the Block Program in King Park and Franklin Park neighborhoods and serving several families with home repairs. This temporary pause in operations will make sure that we are able to do that while we are experiencing a temporary loss in revenue.

If you are financially able to support us during this difficult time, please visit www.habitatlakeside.com to make a financial contribution or to purchase a ReStore gift certificate to use when we reopen. This will significantly help build a cash base for when we reopen.

Sincerely,

Sarah Beckman
Executive Director

More Information on COVID-19 can be found at: www.cdc.gov/coronavirus/2019-ncov