

## COVID-19 Donation Process

1. All donations (monetary, food, medical supplies, cleaning supplies, etc.) will be managed through the Business Development Department by **Tiffany Gelsomino, Director of Business Development: call 860-508-4603 or email [tgelsomino@echn.org](mailto:tgelsomino@echn.org)**.
  - a. If you are contacted directly by a person who wants to make a donation of food, medical supplies, cleaning supplies, etc. please thank the person and ask that they contact Tiffany Gelsomino at 860-508-4603 or [tgelsomino@echn.org](mailto:tgelsomino@echn.org) for coordination of delivery. Tiffany will collect the following information for tracking and recognition purposes:
    1. Date of donation
    2. Description of donated item(s)
    3. Name of donor
    4. Ask to take their photo with item(s) for E-News & social media recognition at drop-off
    5. Company name (if applicable)
    6. Address
    7. Phone number
    8. Email address
  - b. If the donor arrives onsite at an ECHN facility with a donation in-hand (monetary, food, medical supplies, cleaning supplies, etc.), kindly accept the donation. If it is a food donation, and you are aware of it ahead of delivery, please ask for it to be brought to the Information Desk at the Main entrances of MMH 8 am-8 pm or RGH 6:30 am-6:30 pm Mon-Fri. If the food donation arrives at the ED entrance, please accept or redirect the delivery if the donor is willing to bring it to the Main Desk. **(Follow Instructions seen below under Section C, Part i)**
    - i. *Please note: Staff must make their own decision regarding the consumption of food/beverages.*
  - c. If it is a non-food donation (medical supplies, cleaning supplies, etc.) please call the switchboard by dialing "0" and ask for them to contact security. Security will receive the item(s) and ensure proper storage/review of any supplies.
    - i. If a donation has come directly to an employee, please collect the following information below from the donor and send to Tiffany Gelsomino at [tgelsomino@echn.org](mailto:tgelsomino@echn.org) for tracking and recognition purposes:
      1. Date of donation
      2. Description of donated Item(s)
      3. Name of donator
      4. Ask to take their photo w/item(s) for ECHN News & social media recognition at drop-off
      5. Company name (if applicable)
      6. Address
      7. Phone number
      8. Email address
2. If you have an idea to consider soliciting a company, municipality, community group or individual for supplies or other necessary items associated with COVID-19, please contact Tiffany Gelsomino, Director of Business Development at 860-508-4603 or via email at [tgelsomino@echn.org](mailto:tgelsomino@echn.org) for management and coordination of outreach.