



Virginia's newly adopted health standards require all SYC employers to mandate social distancing measures and face coverings in customer-facing positions and when social distancing is not possible, provide frequent access to hand washing or hand sanitizer, and regularly clean high-contact surfaces. In addition, SYC requires that all patrons/members/vendors apply these same mandates in order to perform any business at the SYC Main Office.

SYC will have temporary re-opening Main Office hours that are in effect until further notice.

Re-Opening Date: Monday, August 10

- Monday (9am-2pm) – Normal operations
- Tuesday (10am-2pm) – By Appointment only (Vendor deliveries/Member pick up/drop off)
- Wednesday (9am-2pm) – Normal operations
- Wednesday (4pm-7pm) – Normal operations & Translation Service (Spanish)
- Thursday (10am-2pm) – By Appointment only (Vendor deliveries/Member pick up/drop off)
- Friday (9am-2pm) – Normal operations

Visitors/General Public Office Protocol

- Signs posted inside and outside office with COVID-19 information and SYC Main Office visitor process and procedures.
- Masks are required to be worn by visitors in the Main Office at all times.
- No more than two (2) visitors allowed in the Main Office at any one time (limit: one member per family, unless interpreter is required)
 - No children allowed, except to assist member with language interpretation.
- When office capacity is full, visitors must remain outside, maintaining social distancing (6 feet) as marked and will be called inside by a staff member as space permits.
- Hand sanitizer provided to public upon entry in the Main Office.
- Main office restrooms are closed to the public.
- No outside food/drink permitted to be brought into the facility
- Designated seating areas only (as marked).
- Conference table and chairs not available for use.
- No Cash – Check & Electronic payment only. (Temporary policy)

Visitors/Volunteers Office Protocol

- Sports bins must be sprayed/wiped after access by visitor/member during or after office hours. (Spray disinfectant provided)
- Uniform try-ons, distributions, meetings, or other group activities in the Main Office are strongly discouraged and must be approved by the SYC Operations Manager prior.