COVID-19 Safety Protocols

General Volunteer Guidelines:
- Volunteers should not come in if they feel sick (cough, shortness of breath, fatigue, with/without fever).
- Volunteers will have their temperatures taken before they begin the volunteer process. If their temperature is above 98.6 degrees Fahrenheit, they will be asked to leave.
- Volunteers must always follow social distancing rules and stay 6 feet from others during packing and distribution.
- If a volunteer touches any part of their body, face or non-packing item, or coughs/sneezes into hands they must put a new set of gloves on. When in doubt, re-sanitize and always use new gloves!
- Site leaders will communicate the sanitization/packing protocols mentioned below.
- Site leaders will manage a master list of an apartment complexes and check off the list of apartment numbers receiving delivery.

Packing Volunteer Protocols (5-6 volunteers at a time, maximum):
- All volunteers must first sanitize their hands and put on gloves.
- Volunteers then take a plastic bag and begin to fill it, carefully, item-by-item.
- Volunteers must maintain proper social distancing (6 feet) from all other volunteers while packing bags.
- Half the volunteers will pack produce and the other half will pack non-perishable bags (Note: double bag non-perishables to avoid breaking bags)
  - Each unit gets 2 bags: 1 with perishable produce, and 1 with non-perishable food items.
- Volunteers will then place packed bags in specified location to signal they’re ready for distribution team.
- IMPORTANT: If a volunteer touches any part of body, phone, or another potentially contaminated item, then they must re-sanitize their hands and change their gloves before continuing to pack bags.

Distribution Volunteer Protocols (4-5 volunteers at a time, maximum):
- All Volunteers must first sanitize hands and put gloves on.
- For each home volunteers deliver to, they will be given gloves to wear on route and during drop-off.
- Site leaders will assign volunteers to specific apartment numbers.
- Volunteers will then move completed bags into a sanitized distribution cart.
- As volunteers proceed to distribute bags, they must use extra gloves, paper towel, or Kleenex, when opening doors or hitting elevator buttons within the Community.
- The volunteer will proceed directly to the apartment numbers on the specified floor (assigned by site leaders) and place the 2 bags at the base of the door at assigned apartment.
- The volunteer should then knock on door of the apartment, immediately step back to maintain 3 to 6-foot distance from the door, confirm delivery and proceed. Please be especially aware of proper social distancing during these interactions and keep conversations to a polite minimum.
- If the resident does not answer, leave food and call the resident while continuing to next door.

Be Safe, Be Aware and Be Courteous – Thank you from the Team at Food for Free!