DRIVE-THROUGH 
FOOD DISTRIBUTION 
MINIMUM STANDARD PROTOCOLS

As the novel Coronavirus (COVID-19) continues to spread in an unpredictable manner, it presents a particularly high risk during food distributions. These guidelines prescribed by the Local Health Authority are necessary to minimize the risk of exposure of personnel, volunteers, partners and clients.

(1) Impose criteria for beneficiaries or encourage individuals to attend these events only if facing genuine financial difficulties. Consider scheduling food drives on alternate dates/times based on letter of name, street address, etc.;

(2) First responders, health care professionals, persons with underlying health conditions, and individuals who work in a building with at least ten other employees should not participate as volunteers;

(3) Minimize the total number of volunteers and require that, at all times, wear masks and gloves, and allow for personal space of at least 6 feet between other volunteers and staff. (At no time, should there be physical contact between volunteers);

(4) No walk-ups are allowed. Inform beneficiaries in advance that they are required to wear masks in their vehicle and make room in their trunk before arriving at the event;

(5) Ensure a driving path is clearly marked for traffic control purposes. Beneficiaries shall not be permitted to exit their vehicles for any reason and only lower their window a couple of inches if necessary to speak with the volunteers controlling traffic. Volunteers should place food/commodities inside the vehicle and safely close the trunk/back lift gate. Beneficiaries should be directed to leave the distribution site immediately after the collection of goods occur.

(6) Set up hand-washing/sanitizing area with adequate supply of hand washing/sanitizing solution and mandate that all staff, volunteers, clients, as well as any other party involved in the process/present at the distribution site washes hands with clean water and soap regularly.