



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.