

# COVID-19 Recommendations for Food Packing, Serving, and Delivery

**Communication:** Please make sure websites, emails and social media state how you are going to keep volunteers safe as well as food recipients. Ensure pictures are current and show cloth face coverings and gloves.

## Packing food

- 1) Pantry or Organization Lead should designate a safety person to ensure steps are taken while operating.
- 2) Tell volunteers in advance how you will ensure their safety. Consider an online informed consent and safety pledge.
- 3) Remind those who sign up to wear washable clothes, wear their own cloth face covering, and wash their hands before coming and not to come sick.
- 4) Post a sign outside the facility reminding volunteers not to enter if they feel sick, or within the past 14 days have been around people who are sick, visited an area where COVID-19 was widespread, or are not practicing social distancing on a daily basis. (CDC has some good ones available to print.)
- 5) Remind volunteers to use their own pen if signing-in is required. Or, have a volunteer that signs in other volunteers and instructs them to wash their hands next.
- 6) Mark with tape on the floor where volunteers enter the facility with spaces every six feet so if more than one arrives, they are safely 6 feet away.
- 7) Clean and disinfect entrance door knobs and hand washing station touch spots every 30 minutes.
- 8) Post a sign at hand washing station requiring everyone to wash for 20+ seconds (Consider offering lyrics to a well-known tune.)
- 9) Provide food grade gloves to volunteers which should be changed regularly and after contacting high touch services. Remind volunteers that gloves can transmit COVID-19 so all safety recommendations associated with hands apply when wearing gloves.
- 10) Remind them not to touch their face and if they do to wash their hands and get fresh gloves.
- 11) Mark on the floor with tape the work zones for each volunteer (think baseball batters box). This will ensure maintaining 6 feet distance.
- 12) Create a flow of traffic for volunteers so stacking boxes or meals allows for retreat method that is 6 feet away from those coming with boxes.
- 13) No more than 10 volunteers volunteering in an area. Less if the pantry isn't large enough to provide spacing.
- 14) It was also recommended, when possible, to keep doors and windows open to allow fresh air in.

## Food distribution

- 1) Create boxes and bags of food in advance of distribution to the public.
- 2) Volunteers must wash hands and wear gloves. (See more details under packing guidance)
- 3) Volunteers must wear masks or cloth face covering.
  - a. CDC has simple instructions for users of every skill level, but the T-Shirt face covering offers minimal protection compared to the other two methods.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- b. New York Times has an easy to follow guide to sewing a mask:  
<https://www.nytimes.com/article/how-to-make-face-mask-coronavirus.html>
  - c. The Huffington Post has multiple effective no-sew instructions, but Tutorial 3 will provide the greatest overall respiratory protection.  
[https://www.huffpost.com/entry/how-to-make-face-mask-from-fabric-covid-19\\_I\\_5e834a20c5b62dd9f5d628e8](https://www.huffpost.com/entry/how-to-make-face-mask-from-fabric-covid-19_I_5e834a20c5b62dd9f5d628e8)
  - d. Johns Hopkins has an easy to follow sewn mask guide.  
[https://www.hopkinsmedicine.org/coronavirus/documents/INF2003076\\_VW\\_Hand-Sewn%20Mask%20instructions-1.pdf](https://www.hopkinsmedicine.org/coronavirus/documents/INF2003076_VW_Hand-Sewn%20Mask%20instructions-1.pdf)
- 4) Post signs for recipients of distribution instructions including stay in your car until they are told otherwise.
  - 5) Use tape to designate 6 feet distance for each volunteer
  - 6) Create traffic pattern that ensures 6 feet distances of volunteers and recipients
  - 7) If possible, deposit food into a trunk and close it.
  - 8) If the trunk is open to the rest of the vehicle or if no trunk is available, instruct volunteers to put the food down on elevated surface, such as a pallet, and back away so the recipient can retrieve it.

#### **Food delivery**

- 1) Volunteers must wear a mask and gloves. If the organization does not have these to provide, inform the volunteers in advance that they should bring their own.
- 2) Request that your volunteers not touch railings or door knobs if possible.
- 3) They should knock, ring the bell or call the recipient, then leave items in front of the door then back away.