Welcome and Brief Introductions

Need for volunteers and healthy food – especially now - Your community needs you – thank you!
➢ People need nutritious food to stay healthy. Some of the participants may not have another source of food.
➢ Please remember that germs don’t discriminate – and treat everyone with the same respect as always.

Your health and safety, and that of our clients, is important to us.
Thank you for your cooperation in following these guidelines during the COVID-19 situation.

☐ Do you or a client feel sick or have a cough or a fever? Are you in a high-risk population (65+ or with underlying health conditions)?
  o Please go home!
  o Make sure clients know they can always send a healthy friend or family member to pick up their food.

☐ Social distancing is critical
  o Clients, volunteers and on-site staff should stand 6 feet apart from each other.
  o (If possible) We are using chalk or tape to mark 6’ intervals for clients to stand.
  o Do not shake hands or engage in any unnecessary physical contact
  o We will have a volunteer designated as a Social Distance Encourager to remind everyone to keep 6’ of distance

☐ Sneeze and cough into your elbow or a tissue and throw it away (then change your gloves)

☐ ALL volunteers must use gloves
  o Wash your hands or use hand sanitizer before putting them on.
  o Change gloves if you touch your face or your phone or switch tasks.

☐ Volunteers and clients must wear a face covering at the distribution (per San Mateo County order and Santa Clara County strong recommendation).
  o Any cloth that covers a person’s nose, mouth and surrounding area can be used; children who are 12 and under are not required to wear face coverings.
  o If a client can’t cover their face, a volunteer can bring the food to them if they have a car, or provide a face covering for them to use in line

☐ (Only for sites distributing indoors)
  o Everyone inside must be able to easily maintain at least 6’ distance from one other
  o We will have a volunteer at the door to ensure that the maximum number of people is not exceeded

☐ We need to keep all tables and surfaces in contact with food clean.
  o Clean and sanitize before and after the distribution.
  o Don’t forget the table edges, frequently touched surfaces and carts used for moving food.

☐ In order to meet public health requirements, we are now pre-boxing food.

☐ (If you distribute USDA food)
  o We must complete the EFA7 form for all clients. The volunteer will fill in all of the client’s information.
  o The client does not need to sign the USDA form. The USDA check-in volunteer should write in the client’s name and address and write COVID-19 in the signature area.

We are very grateful that you are volunteering today. Thank you!