Pre-Distribution/Shift Kickoff Meeting
Volunteer Appreciation and Health Expectations
Conduct Multilingually as needed
Updated September 2020

Welcome and Brief Introductions
➢ Introduce leaders
➢ There is a tremendous need for volunteers and healthy food – especially now - Your community needs you.
   o Second Harvest is serving over 500,000 people together through distributions like this one. Thank you for being here today!
➢ Explain the game-plan for the day, and how the distribution will be managed

Your health and safety, and that of our clients, is important. We ask that you follow these guidelines:
➢ Social distancing is critical
   o Clients, volunteers and staff should always stand 6 feet apart from each other (show what this means)
   o We are using chalk or tape to mark 6’ intervals for clients to stand if possible.
   o Do not shake hands or engage in any unnecessary physical contact
   o Introduce volunteer designated as a Social Distance Encourager, and their role.
   o (For inside sites) A volunteer will be at the door to ensure social distance can be maintained inside.

➢ Volunteers and clients must wear a face covering
   o For clients without masks, a volunteer can bring food to them, or provide a face covering for them.
   o Children who are 12 and under are not required to wear face coverings.

➢ Please remember that public health officials advise against high-risk individuals being here, and you may wish to return home. These include: Older adults and anyone with a serious chronic medical condition such as: heart disease, diabetes, lung disease, compromised immune system

➢ If you have any of the following symptoms, or have been exposed to the following symptoms, you must go home and isolate.
   o Fever (100.4 or higher), cough, sore throat, shortness of breath, tiredness, muscle or body aches, nausea, vomiting, diarrhea, chills, night sweats, confusion, loss of sense of taste or smell

➢ If you are sick or test positive for COVID-19 you can volunteer again once
   o You are fever-free for at least three full days without the use medicine to reduce fever, AND other symptoms have improved, AND at least 7 days have passed since your symptoms first appeared, AND if you tested positive for COVID, you received two negative tests in a row, 24 hours apart.

➢ While volunteering, please always follow the following practices:
   o Volunteers pre-bagging food, registering clients and opening/closing trunks and car doors must use gloves. Wash your hands or use hand sanitizer before putting them on.
   o Traffic volunteers and volunteers handling pre-boxed food should use hand sanitizer frequently.
   o Change gloves if you touch your face or your phone or switch tasks.
   o Sneeze and cough into your elbow or a tissue and throw it away (then change your gloves or re-sanitize your hands).
   o Keep all tables and surfaces in contact with food clean. Clean and sanitize surfaces before and after the distribution. Don’t forget the table edges, frequently touched surfaces and carts used for moving food.
   o Do not handle clients’ materials, membership cards, or share pens or papers.

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