



Pre-Distribution/Shift Kickoff Meeting Volunteer Appreciation and Health Expectations

Conduct Multilingually as needed
Updated December 2020

Welcome and Brief Introductions

- Introduce leaders
- There is a tremendous need for volunteers and healthy food – especially now - Your community needs you.
 - 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
 - Clients, volunteers and staff should always stand 6 feet apart from each other (show what this means)
 - We are using chalk or tape to mark 6' intervals for clients to stand if possible.
 - Do not shake hands or engage in any unnecessary physical contact
 - Introduce volunteer designated as a Social Distance Encourager, and their role.
 - (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
 - For clients without masks, a volunteer can bring food to them, or provide a face covering for them.
- 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.
 - 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
 - You are fever-free for at 24 hours without the use medicine to reduce fever, AND other symptoms have improved, AND at least ten days have passed since your symptoms first appeared
- While volunteering, please always follow the following practices:
 - 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 gloves on.
 - Traffic volunteers and volunteers handling pre-boxed food should use hand sanitizer frequently.
 - Change gloves if you touch your face or your phone or switch tasks.
 - Sneeze and cough into your elbow or a tissue and throw it away (then change your gloves or re-sanitize your hands).
 - 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.
 - Do not handle clients' materials, membership cards, or share pens or papers.

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