

CORONAVIRUS (COVID-19): **FOOD DISTRIBUTION GUIDELINES**

The Food Bank of South Jersey, along with Feeding America, is carefully monitoring developments regarding the spread of the Coronavirus, COVID-19. The Food Bank of South Jersey is issuing the following food distribution guidelines.



STAY CLEAN:

- All employees/volunteers must wash hands and sanitize
- Have hand sanitizer stations at entrances for volunteers
- Sanitize all surfaces before using; do not rinse
- When a sanitizer (like QUAT) is used to clean surfaces, it is supposed to air dry, not be rinsed with water

PREPARE:

- Prepackage your dry product in boxes and frozen meats in plastic bags!
- Request boxes and bags through your Programs & Services representative

INTAKE:

- No signatures at intake - volunteer writes 'CV' in the signature line
- Remember to maintain 6 feet of distance and write your clients' required information on SFPP and TEFAP paperwork
- If on Oasis, follow the usual process but do not collect a signature. Limit the number of intake volunteers to as few as possible

DISTRIBUTION:

The key will be controlling your pantry's line:

- Place boxes and bags, enough for the individual client on a table and step back 6 feet
- Limit groups to 10 people or less
- Clearly mark enter and exits on opposite sides

Ultimately, aim to distribute directly into cars. Take intake with a clipboard from 6 feet away, have volunteers leave boxes next to car and allow the client to step out, load car themselves and drive off.

REMEMBER: Low to No Contact

THANK YOU FOR YOUR COOPERATION!