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!**

1501 John Tipton Blvd., Pennsuaken, NJ • foodbankSJ.org • 856.662.4884 • @foodbankSJ