

# INDOOR FOOD DISTRIBUTION

Please comply with the following CDC and state guidelines:



1. **Indoor Capacity:** Limit indoor capacity to 25% of indoor occupancy limits.<sup>1</sup>
2. **Screening:** Screen staff and volunteers at the start of each shift.<sup>2</sup>
3. **Masks:** EVERYONE must wear masks. Provide masks to staff & volunteers at no cost.
4. **Gloves:** Use clean, disposable gloves when handling shared items like scoops for bulk products.
5. **Social Distancing:** Everyone must socially distance 6 feet apart while inside.
6. **Ventilation:** Ensure good ventilation. Use fans, air filtration systems, open doors and windows.<sup>3</sup>
7. **Sanitation:** Clean commonly used surfaces every hour with disinfectant. Sanitize carts/baskets, pens, door handles, refrigerator handles, etc. after each use.<sup>4</sup>
8. **Sneeze Guards:** Recommended practice: Place between work stations and at check-in/check-out tables.
9. **Hand Hygiene:** Handwash frequently. Provide hand sanitizer for staff, volunteers and customers.
10. **COVID 19 Supervisor:** Select a site-specific Person in Charge (POC) who will monitor employee health and enforce these guidelines for your organization.



## Best practices to reduce the spread of the virus indoors:

- Implement an appointment system: Client arrive at a specific time to reduce traffic.
- Offer menu choice: Customers pick items from a menu, then volunteers get them.
- Limit choices: Fewer options encourage moving through the food bank quickly.
- Offer a pre-set bag: With limited additional choices.
- Separate Exit: Separate exit and entrance, if possible.

## Best practices for customer check-in:

- Self-Check-In: Customers fill out check-in paperwork themselves.

1 <https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%202%20In%20Store%20Retail%20Guidance.pdf>

2 <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>

3 <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/VentilationGuidance.pdf>

4 <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

