

# OUTDOOR Food Distribution

Please comply with the following CDC and state guidelines:



## Data Collection Methods:

- Consider software tools to scan client cards to record each visit. Options include Link2Feed, PantrySOFT, Food Bank Manager, and Compass 360.
- Software Program contact information:
  - **Link2Feed** – In western WA, contact Amelia Paul at Food Lifeline, [ameliap@foodlifeline.org](mailto:ameliap@foodlifeline.org)
  - **PantrySOFT**  
[www.pantrysoft.com](http://www.pantrysoft.com)  
1-888-203-3031
  - **Food Bank Manager**  
[www.foodbankmanager.com](http://www.foodbankmanager.com),  
844-896-9577 #2
  - **Compass 360**  
[www.compass-360.org](http://www.compass-360.org)  
360-529-6036

1. **Social Distancing:** always maintain 6 feet of distance.
2. **Screening:** Screen staff and volunteers at the start of each shift.<sup>1</sup>
3. **Masks:** EVERYONE must wear masks.
  - Provide masks to staff & volunteers at no cost.
  - Always ask customers to wear masks
4. **Contact-Less Distribution:**
  - Have customers stay in cars while food is loaded for them. Wash or sanitize hands after touching car doorhandles.
  - Bring food out in carts for clients to load themselves. Sanitize carts after each use.
5. **Tents & Canopies:**
  - For good ventilation, outdoor coverings should have no more than two walls.
6. **Heaters:**
  - Ensure electrical cords do not create a trip hazard.
  - Heaters must not produce carbon monoxide, such as propane heaters.<sup>2</sup>
7. **Work Wear Considerations:**
  - Provide workers with jackets as needed for cold and inclement weather.
  - Clean shared clothing between uses.
8. **Useful Items:**
  - Umbrellas, waterproof paper/pens, solar parking lot lights, traffic wands, reflective vests, flood lighting and traffic cones.
9. **Drive-Through Check-In Options:**
  - New customers, never been to your program before, verbally shares personal information, volunteer writes down and records later.
  - Use in-take forms on clipboards for customer to fill out.
  - Schedule appointments for clients to pick up food, with client data.
  - Consider having clients check in on-line before coming to the food bank.



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