



## **Policy for Health & Safety of Kids, Staff, & Volunteers During COVID-19**

Updated 12/11/2020

### **General**

- Staff will sanitize all frequently touched spots every morning and after each volunteer shift.
- Upon entry to TABLE, *everyone* is required to wash their hands immediately, wear a face mask, and use gloves if they are handling bags of food or fresh food.
- Doors are closed and locked to any unexpected visitors.
- Staff/volunteers are limited to 10 or fewer individuals at a time in the building.
- Staff and volunteers must maintain 6 feet of distance at all times.

### **Food & Plastic Bag Donations**

- Mail delivery drivers (such as UPS or our produce delivery trucks) are asked to leave all boxes right at the door and TABLE staff/volunteers bring items in.
- People leaving donations of food or plastic grocery bags are to put them in bins outside the door.

### **Volunteers**

- Volunteers must follow certain requirements:
  - Ages 16 and up; volunteers ages 16-17 may not volunteer on delivery shifts.
  - Volunteers should not be considered high risk or immune-compromised.
  - Volunteers and those they live with should be healthy, not displaying any symptoms of sickness. In particular, volunteers should be cough and fever free.
  - Volunteers and those they live with should not have traveled out of the country in the last 10 days, nor should they have traveled to other states via public transportation (plane, train, bus, etc.) within the last 10 days. Individuals may return to TABLE after quarantining for 10 days (no symptoms) or 7 days if tested on day 5 or later (and no symptoms) with continued monitoring for a total of 14 days.
  - Completion of a Daily Health Check-In form and temperature check (temp should be below 100.4°F) confirming all of the above.
- Delivery drivers:
  - Sanitize their hands upon arrival.
  - Sanitize the door handles and steering wheel of their vehicle.
  - Stay outside the building and wait for bags of food to be delivered to their car by staff and key volunteers.
  - Are asked to ride in separate cars unless they live together.
  - Drive to the appropriate location, leave a bag of food at a child's doorstep, and knock, not handing the food directly to them. In the event that individuals are outside, the delivery driver will set the food nearby and explain to the individuals who they are and that we are practicing social distancing.