

**West Valley Community Food Pantry**  
**POLICIES to**  
**Continue Operation During COVID 19**  
**(Approved 12/29/2020)**

*The COVID-19 pandemic has brought new challenges to food security across the United States. Access to healthy food options and nutrition are important to overall physical and mental health and well-being. WVCFP provides donated food at no cost to people who have limited access and play an important role in the community.*

*The Executive Director and Executive Board members have a responsibility to take special precautions to help staff, volunteers, and clients stay safe while continuing to prioritize the respect and dignity of clients.*

*The Executive Director and Executive Board members will implement these policies to help ensure safe access to food for clients while helping prevent the spread of COVID-19. CDC's COVID-19 guidance of "Considerations for Food Pantries and Food Distribution Sites" was used in developing these policies.*

**OPERATIONAL POLICIES**

1. Follow regulatory agencies policies related to group gatherings.
2. Food distribution operations have been adapted to continue client access to food resources.
3. All volunteers and clients are **required** to wear masks (this also complies with St. John's COVID Policies which we are to follow since we are on their property).
4. Masks will be available for Clients and Volunteers.
5. Clients are to maintain 6 feet of social distance from other clients and wear masks. Blue tape Xs are on the sidewalk to assist clients with this social distancing while waiting to check-in as well as waiting for their box of food.
6. Clients check-in to the WVCFP from outside the NW door with the Volunteer Clerk being behind a table and a minimum of 6 feet away.
7. Until further notice, the Volunteer Clerk will write in the client's names and numbers. (We will determine when it is safe to have clients filling out paperwork based on the percentage of COVID-19 positivity in the community.)
8. A large table is placed outside the SW door of the Pantry upon which the Volunteer will place the Client's food items.
9. Volunteers will intermittently wash hands as needed.
10. Hand sanitizer will be available for Clients and Volunteers.
11. Volunteers will NOT assist Clients with their food items. The Volunteer giving out boxes may determine if there is a special need due to disability for a Client.
12. One cart is available outside the door if a client provides an ID to use it. The client will be told that they will have to clean the cart with cleaner and paper towels upon return. Then the ID will be returned.
13. Once a client has touched any food item, the Volunteer giving out boxes will dispose of that item.
14. Follow CDC Guidance on Cleaning and Disinfection to prepare and maintain a safe environment for workers and clients.

## **VOLUNTEER AND “EMPLOYEE” SAFETY**

1. Train Volunteers on new procedures.
2. All volunteers will receive, read, and sign off on agreement to follow the WVCFP POLICIES to Continue Operation During COVID-19. (managed by Executive Director)
3. Require Volunteers to wash their hands with soap and water before, during, and after shifts. Use hand sanitizer with at least 60% alcohol if soap and water not available.
4. Provide Volunteers with disposable gloves especially for handling produce and other food items.
5. Provide options, as possible, for Volunteers to work outside normal hours of operation i.e. bagging flour, sugar, bagels, toilet paper.
6. Maintain social distance between Volunteers when at all possible.
7. Expect Volunteers to stay home when sick.
8. Volunteers should stay home if they have tested positive for OR are showing COVID-19 symptoms.
9. A volunteer must notify the WVCFP Executive Director if they diagnosed with COVID-19.
10. The Executive Director will notify and volunteers who have had “close contact” with another volunteer who has been diagnosed with COVID-19.
11. Volunteers who have recently had close contact with a person with symptoms of OR diagnosed with COVID-19 should stay home and monitor their health.
12. Follow CDC guidance to determine how long Volunteers should stay home. Determining when it is safe to be around others varies for different situations:
  - A. If they have been sick with COVID-19:
    - 10 days since symptoms first appeared AND
    - 24 hours with no fever without the use of fever-reducing medications AND
    - Other symptoms of COVID-19 are improving. (Loss of taste & smell may persist for weeks or months after recovery and need not delay the end of isolation.)
  - B. If they have tested positive for COVID-19 but had NO symptoms
    - FOLLOW THE ABOVE GUIDELINES AS THOUGH “SICK WITH COVID-19”
  - C. If they have recently had CLOSE CONTACT with a person with COVID-19.
    - CDC defines “Close Contact” as someone who was within 6 feet of an infected person for a CUMULATIVE total of 15 minutes or more over a 24 hour period starting from 2 days before the illness onset (OR, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
    - Stay home for 14 days after their last exposure to the infected person.
    - HOWEVER, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home:
      1. Has COVID-19 within the previous 3 months AND
      2. Has recovered AND
      3. Remains without COVID-19 symptoms.

**APPROVED BY THE West Valley Community Executive Board on 12/29/2020**