

## **Guideline for the Safe Collection and Distribution of Food Donations During The COVID-19 Pandemic**

The following document is designed to provide guidance to help prevent the spread of COVID-19 and ensure safe practices during the collection and distribution of donated food items by food banks/donation centres. For more information regarding COVID-19 visit <https://ckphu.com/covid-19/> or call 519-355-1071 x1900.

### **Precautions for All Staff and Volunteers**

- All individuals, including staff, volunteers and clients must be screened prior to entering the facility or conducting collections or deliveries of donation items. Advise individuals to use the [COVID-19 self assessment tool](#).
  - Deny entry to any person who meet any of the following criteria:
    - The individual is experiencing signs or symptoms of respiratory infection, such as cough, shortness of breath, sore throat, and/or fever.
    - The individual has travelled outside of Canada in the last 14 days.
    - The individual has been instructed to self-isolate by CK Public Health.
  - Any individual who is denied entry should be instructed to contact CK Public Health at 519-355-1071 x1900.
- Require staff/volunteers to practice physical distancing to ensure a two metre (six feet) separation from others while working.
  - Masks are required indoors under the [Chatham Kent Municipal By-Law](#).
  - If an individual cannot wear a mask, ensure they are assigned a task where they are not interacting with the public and where they can be physically distanced two metres (six feet) from others.
- Ensure hand washing stations or hand sanitizer is available for staff/volunteers.
  - Gloves are not necessary to achieve good hand hygiene. If gloves are used they do not replace hand washing or sanitizing. Glove should be removed prior to washing/sanitizing and a new pair should be put on after.
- Staff/volunteers should avoid touching their eyes, mouth or nose while working.
- Staff/volunteers should cover coughs or sneezes with a tissue sleeve or arm. Immediately throw the tissue in the garbage and wash/sanitize you hands.

### **Precautions for Collection/Delivery of Items**

- Physical distancing should be maintained during the pickup/delivery of items.
  - Pickups/deliveries should not be handed off person to person. An arranged location (e.g. the front stoop) should be determined to take/leave items.
  - Where possible, pickups/deliveries should be scheduled in advance.
  - Staff/volunteers should not ride in vehicles with others.
  - Items should be packaged in a way that can be easily carried by one person
- Avoid entering the client's home if possible.
  - If a client's home must be entered, practice physical distancing and wear a mask.
  - Avoid touching surfaces in the home.
  - Do not enter homes where an individual is isolating.
- Sanitize hands before and after handling items or entering a client's home.

### Precautions for Donation Centers

- Ask clients, staff, volunteers and other partners to not visit the centre and stay home if they are sick or required to self isolate.
- Masks must be worn indoors in accordance with the [Chatham Kent Municipal By-Law](#)
- Practice physical distancing to ensure a two metre (six feet) separation between staff and clients.
- To avoid crowding and to support physical distancing, schedule appointments with individuals wishing to pick up/drop-off items.
- Avoid scheduling large volunteer groups from attending the donation centre at the same time.
- Ensure sufficient workspace is provided allowing for appropriate distancing (two metres or six feet) between volunteers/staff.
- Enhance cleaning and disinfecting measures of high traffic and frequently touched surfaces.
  - Disinfectants should have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
  - Disinfectants should be used according to the manufacturer's instructions.
- Post signage throughout the food bank/donation centre reminding individuals about ways to protect themselves (e.g. hand hygiene, physical distancing, and respiratory etiquette).
  - For available signage please visit <https://ckphu.com/information-for-workplaces/>

### Precautions for Food Items

- Donated foods should meet the standards set out in the Ontario Ministry of Health's *Reference Document for Safe Food Donation*.
  - This document can be found at [http://www.health.gov.on.ca/en/pro/programs/publichealth/oph\\_standards/docs/safe\\_food\\_donation\\_reference.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/safe_food_donation_reference.pdf)
- Disinfection of food or food packaging is not indicated as a necessary step to prevent the spread of COVID-19.
  - Currently there is no evidence of food or food packaging being associated with transmission of COVID-19.
  - In some cases disinfectants can compromise food packaging and/or lead to the chemical contamination of food.
- Staff/volunteers should wash their hands before and after handling donated food items.