

CAC Staff/Volunteer COVID-19 Sanitary Procedures

If possible, have a volunteer or staff take shifts to be the Sanitization Person. Duties include:

1. Stock and set up check in station area with sanitation products, disinfectant wipes, etc.
2. Maintain and refresh handwashing stations.
3. Remind volunteers and staff to wash hands after a recommended amount of time. i.e. Once per hour.
4. Open door and check in staff/volunteers.
5. Walk staff/volunteers through the practices on entering the building.
6. Wipe down all door handles, light switches, etc, every hour.

Staff/Volunteers Entering the Building

1. Pay special attention to personal hygiene. Come clean and in recently washed clothes.
2. Do not bring unnecessary items into the building. Sanitize all personal items, including bags and its contents prior to entry. Keys, phones, etc.
3. Volunteers-enter the main food shelf door and go into resource center to check in
4. There will be a check in table with a sanitization liaison waiting.
5. Staff enter through main door
6. Wash your hands.
7. You are now ready to work or volunteer!

Accepting Deliveries/Donations

1. When a donor or delivery driver arrives, volunteer/staff will meet them outside with a sanitized cart.
2. Sanitize cart.
3. If applicable, mist or wipe down all deliveries with sanitation.
4. If a pen is needed to sign off on delivery or donation, bring your own sanitized pen.
5. Wipe down any area where you gather the product inside.
6. Wipe down handles of doors where delivery drivers or donors touched.
7. Wipe down cart again.
8. Wipe Donation log clip board/pen

For Volunteers/Staff helping Clients Picking Up Food Shelf Orders

1. Wash hands.
2. Sanitize cart.
3. Gather order and place on cart.
4. Meet client outside upon arrival.
5. Assist the client in loading food into vehicle if needed.
6. Close doors behind you.
7. Sanitize the cart again.
8. Repeat with each new food shelf order.