

## Re-opening the Estuary June 2020

### Volunteer guidelines:

#### All Volunteers **MUST** adhere to these guidelines:

1. Volunteers will take temperatures 2 x per day. Once upon entering the building and once before you leave for the day. If you have a temperature above 100.4, you will be sent home.
2. Masks must be worn when inside the building and/or when you cannot safely social distance (six feet apart).
3. Wash your hands frequently and use hand sanitizer.
4. Do not touch your face.
5. Stay home if feeling ill- do not come to work.
6. Do not hug or shake hands with clients or co-workers.
7. Sneeze or cough into your elbow.
8. Drivers must wear a mask at all times when delivering a meal.
9. Drivers will not enter the home of a meal recipient, please keep the door between you and the client when delivering. If client is not at the door, knock and/or call meal recipient to let them know you are at the door & leave meal once you have made contact. If necessary, meals maybe left outside in a cooler during this time of Covid uncertainty.

Initial \_\_\_\_\_

## **Food safety responsibilities for drivers in a home-delivered meal program:**

### **1. Drivers need to be in good health and maintain good personal hygiene**

#### **Health**

Staff and volunteer drivers need to be in good health and have good personal hygiene. It is very important that they wash their hands properly. Home-delivered meal clients are at high risk of foodborne illness. If a driver is diagnosed with a foodborne illness, or experiences vomiting, diarrhea, signs of jaundice, or has a sore throat with fever, he/she shall be excluded from delivering meals.

#### **Washing hands**

Washing hands is one of the best ways to reduce risk of foodborne illness, as it decreases the spread of harmful viruses and bacteria. Up to 70 percent of all infections are transmitted by hand touch, and harmful bacteria and viruses can sometimes survive on unwashed hands for hours. Drivers should clean their hands before handling any food containers during meal pick-up and delivery. Drivers should also carry alcohol-based disposable hand sanitizing wipes or hand sanitizing lotion in their vehicles, as they may not always have access to soap and water during meal delivery.

### **2. Procedures for delivering safe meals**

#### **Temperature requirements**

Food can become contaminated if it is not handled safely and kept at the correct temperatures. Bacteria grow fastest at temperatures between 41°F and 135°F, known as the temperature "danger zone." To prevent the growth of harmful bacteria, it is very important to **keep cold food cold, and hot food hot**. It is safest to keep hot food at 135°F or above.

#### *What to do if the client is not at home\**

If a client is not at home, the driver should not leave the meal, outside or inside, for the client. Leaving a meal in the temperature danger zone strongly increases the chance that will cause foodborne illness. Even if a client has provided an insulated container for the meal, the container may not keep the meal at a safe temperature. There is an added risk of tampering when meals are left outside. The client may also be away from home for a longer time than planned, which increases the chance that the meal will become unsafe to eat.

***\*During this time of Covid-19, where it is important to maintain social distance, especially with the elderly who are at a higher risk of catching the virus, it is acceptable to leave the meal outside the door or in a cooler if the client has requested to do so.***

Initial \_\_\_\_\_

I have read the Estuary's Guidelines for maintaining the health and safety of myself and others while volunteering during this time of Covid-19 crisis, and agree to follow protocol.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

I have read the Key Points to Food Safety on the Go, and understand why food safety is especially important to the older population.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_