We thank you for putting the safety of your volunteers & clients your primary focus as you consider how you may be able to continue to meet the needs of your clients. We have developed tips on how to conduct a no-contact drive-through or outdoor food distributions at your site to reduce the risk of COVID-19 infection.

Options:

- DRIVE THROUGH DISTRIBUTION
- PRE-BOXED/BAGGED OUTDOORS DISTRIBUTION

**DRIVE THROUGH & OUTDOOR DISTRIBUTIONS**

These instructions will help ensure you have a safe and successful distribution! Included are best practices, tips and suggestions from Golden Harvest Food Bank.

**Things to consider BEFORE the distribution**

**Determine location**

- Separate entrance & exits are needed that can be easily accessed
- Is there adequate space for car line parking? Clients will generally line up an hour or more in advance. Major roads and high traffic areas should not be blocke.
- Consider making exits a right turn only if the crowd becomes too large, or have traffic control to assist or contact your local sheriff’s office for notification of assistance.

**General Guidelines:**

- Food will be distributed on a first-come, first-served basis
- Food/Products must be distributed free of charge
- Food/Products must be provided without discrimination
- Intake information should be taken from a safe distance and without any physical contact with clients. Instead of having clients fill out forms, ask for information verbally and fill out the forms to eliminate the risk of hand-to-hand contact.
- Clients should remain in vehicles & food placed in trunks
  - We recommend that this be advertised and posted
- Food/non-food may not be placed directly on the ground. Please use tables or pallets to elevate the products at least 6” off the ground
- For safety, do not overload the tables
• Assign someone to keep the distribution area clear of trash, debris & boxes. This person will also need to remove empty pallets, if used, and stack them away from distribution area
• When the distribution has ended, dispose of any remaining trash

For our TEFAP partners: To support a touchless intake process, government partners have relaxed intake paperwork requirements. Clients DO NOT need to sign the income eligibility section of the form. Instead, you have the following options:

• You can ask them (from a safe distance) whether they fall within the income brackets, and then write “COVID-19” on the signature line.

• You can hold up a sign with the income brackets and ask them (from a safe distance) if they qualify. They can verbally confirm or give a “thumbs up,” and you can then write “COVID-19” on the signature line.

Volunteers:

We suggest recruiting volunteers based on the number of people you plan to serve & the following duties:

Volunteer Duties:

• Pre-pack boxes/bags
• Client In take
• Restock/replenish pre-boxed/bagged food
• Load vehicles- depending on the products you select to pack, remember to mention that some boxes can be up to 40 pounds

Supplies:

• Hand Sanitizer or other means to wash hands
• Disposable gloves for food packing
• Boxes or bags to pack food for client distribution
  o If not available, agencies may put food directly into client’s trunk
• Disposable or work gloves for box/bag distribution
• Tables or something to keep food 6 inches off the ground if volunteers are not bringing boxes/ bags out individually
• Clipboards or portable hard surface to bear down on as applications are completed in vehicles
• Black or blue ink pens for client use
• Trash Cans/access to dumpster
• Carts, hand trucks or other safe way to move boxes/bags

Walk Up Station:

• Select a location that is away from the car entrance/exit
• We recommend a 4-6 table to provide the CDC COVID-19 recommended social distancing protocol
• We recommend offering a smaller box for those to select that may not be able to carry the full-size box
• Remember that all food and product must be 6” off the ground at all times
• Disposable or work gloves for box/bag distribution
• Hand Sanitizer or other means to wash hands

Food Safety Reminders:
• When pre-packing place the heaviest shelf stable items in the bottom of the box/bag
• Pack Meats separate and never on top of other products