NO CONTACT FOOD BOX DELIVERY

We thank you for your willingness to deliver emergency food boxes to those in need. The no contact delivery guidelines below should be followed to ensure the safety of the person who is making the delivery to the residence of the person in need. Please be aware that some recipients may have been confirmed with COVID-19, some may be quarantined with symptoms and some may be in a position of no access to transportation. We ask that you assume every case is an active COVID-19 regarding your safety. As well, the address, and personal information should remain confidential.

General Guidelines:

- Observe CDC COVID-19 safety guidelines cdc.gov/coronavirus/2019-ncov
- Hand Sanitizer or other means to wash hands
- Disposable gloves for box distribution
- Recruit & maintain enough volunteers that are healthy and not in the high-risk category to deliver Emergency Food Boxes
  - Consider reaching out to Partner agencies to collaborate for your county; contact your local churches as many as mobilizing volunteers to help homebound already

EMERGENCY FOOD BOX DELIVERY PROCEDURE

- Completes the TEFAP Eligibility Household Criteria Form Application for the person in need. Be sure to stay 6 feet away or gather information on the phone. On the signature line write COVID-19, on this form write total number in household, total number of persons in household over 60, total number of persons in household under 18.
- DCPC issues Emergency food box(es) to volunteer and gives contact information for delivery
  - Retain TEFAP Eligibility Application for record keeping
- Volunteer always wears disposable gloves and other personal protective equipment as necessary or recommended by the CDC.
- Volunteer arrives at residence and places Emergency Box at front door, ring doorbell or knock on door and immediately return to vehicle. DO NOT WAIT FOR RECIPIENT TO COME TO DOOR.
- Volunteer watches from car to see that someone opens door
- Volunteer confirms delivery/recipient receipt with DCPC