

COVID-19 DAILY CLEANING PROCEDURES

- **Spray both hallways with Disinfectant Spray**
- **Prior to day's setup – the following needs to be cleaned with disinfectant wipes or spray cleaner:**
 - **Disinfect food carriages and Dollies**
 - **Tables and Freezers**
 - **Utility knives, scissors, and trash key**
 - **Door handles and light switches**
 - **Bathroom keys and inking stamps for parking**
 - **Desks, keyboards, mouse's, second order stamps and pens to be used for day**
 - **Office all cabinets**
 - **Disinfect bathrooms**

COVID 19 PROTOCOLS FOR VOLUNTEERS AND CLIENTS

VOLUNTEERS

- **Masks must be worn by all volunteers and staff**
- **Check volunteers upon arrival for illness/COVID symptoms**
- **Take temperatures of all volunteers upon entry to pantry**
- **Ensure that Hand Sanitizers are filled and visible for use by volunteers**

CLIENTS

- **All clients must wear masks prior to building entry**
 - **If client enters without a mask - the hallway must be sprayed with disinfectant as well as all door handles. Client is also provided with a mask.**
- **The client is screened for COVID and any other illnesses**
- **Temperature is taken and must fall within normal range. If not, the client must go outside, and an intake worker takes their information with protective gear and at a safe distance.**
- **Client's hands are disinfected**
- **Two clients at one time are allowed into pantry for intake only and then must go back outside to wait for their order of food.**