

Food for Others

Protocols and Screening Checklist

during COVID-19 Pandemic

based on CDC Guidance

Dear Volunteers:

Welcome back! We have missed you. In addition, we are so happy to see you and have your support again.

*We want to keep you, our clients and staff as **healthy and safe** as possible. To that end, please **read** carefully and **sign** the back.*

Please be aware of the following protocols:

- Please take a non-contact temperature, supplies are at the front desk, each time you volunteer.
- Please wear a face mask or face covering while at Food for Others (FFO).
- Please immediately wash your hands for at least 20 seconds upon entering the building.
- Please do not shake hands with, touch or hug others during your time in the building.
- Please do not congregate in any space within the warehouse.

	YES	NO
Do you have a fever or have you felt hot or feverish recently (14-21 days)?		
Are you having shortness of breath or other difficulties breathing?		
Do you have a cough?		
Any other flu-like symptoms, such as gastrointestinal upset, headache or fatigue?		
Have you experienced recent loss of taste or smell?		
Are you in contact with any confirmed COVID-19 positive patients?		
Have you been quarantined or have had contact with a quarantined person recently (14-21 days)?		
Do you have heart, lung, kidney disease, diabetes or any auto-immune disorders?		
Have you traveled in the past 14 days to any regions affected by COVID-19?		

The person answering YES to any of the above questions is responsible for following-up with their primary care physician if needed.

- All volunteers in office spaces or in the warehouse must wear a mask that covers the nose and mouth when in an area that you cannot be 6 feet away from another person.
 - The cloth face cover is meant to protect other people in case you are infected.
- All volunteers handling food items must wear gloves.
- All volunteers must wash their hands frequently with soap and water for 20 seconds, or when not close to a sink, must use hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to clean hands include:
 - After blowing one’s nose, coughing, or sneezing
 - After using the restroom
 - Before and after eating or preparing food
- Volunteers should avoid touching your eyes, nose, and mouth with unwashed hands.
- All volunteers will have their temperature taken upon arrival at FFO.
- All frequently touched surfaces will be sanitized prior to switching volunteers and at routine times throughout the day.
- All kitchen areas and bathrooms will be sanitized at routine times throughout the day.
- Do not come to FFO if you are sick.
- If you become sick, please tell the Director of Volunteer Services or Executive Director and go home immediately.
- If you become sick, outside of FFO, contact Director of Volunteer Services or Executive Director immediately. If the symptoms are consistent with COVID-19 symptoms, we ask you to contact your primary care doctor and follow up so that we can move forward accordingly.
- The top three symptoms of COVID-19 are: Fever, Cough, Shortness of Breath. Other less common symptoms of COVID-19 are: Chills, Muscle Pain, Sore Throat, New loss of taste or smell. If you are in doubt, please call the FFX Co Health Dept. Call Center: (703)267-3511
- If you have been tested for COVID-19, you will not be allowed back to FFO until either:
 - The test comes back negative
 - Or, if the test is positive, the following three items are true:
 - It has been at least 10 days since the onset of symptoms
 - You have been fever free for 72 hours (3 days) without the aid of fever reducing medication.
 - Your respiratory symptoms are getting better, not worse.
- If a volunteer has symptoms of COVID-19, while we await the test results, a “contact” investigation will take place by management immediately to determine if any additional volunteers or staff need to be isolated.
 - A “contact” is someone that is less than 6 feet away from the infected individual without a face covering for more than a few minutes during the time that individual was symptomatic and 48 hours before that individual became symptomatic.
- If a volunteer has been identified as a “contact”, he/she will need to self-quarantine for 14 days from the time of exposure regardless of symptoms and cannot come to FFO.
- If a volunteer tests positive for COVID-19, the building will be sanitized before reopening.

By signing this form, I am acknowledging the potential risk to contract the COVID-19 disease during my time here today and voluntarily agreed to be here. I further agree and hereby release Food for Others (FFO) and its employees from any and all liability associated with my potential risk to contract NOVEL CORONAVIRUS (COVID-19). FFO will maintain this record for 14 days from completion of this form and have this form available upon request from the Public Health Department.

Print Name

Date

Signature