

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 in the past 14 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?		
Have you been in contact with any confirmed or suspected COVID-19 positive individuals in the past 14 days?		
Have you or someone in your household been quarantined in the past 14 days?		
Have you or someone in your household traveled outside of a 100 mile radius in the past 14 days?		
Have you had any visitors staying in your residence in the past 14 days?		

If you answer YES to any of the above questions, please discuss the circumstances with a Food for Others staff member before signing in for your shift.

TURN OVER

- All volunteers and staff members 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 and staff handling food items must wear gloves.
- All volunteers and staff 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 and staff should avoid touching your eyes, nose, and mouth with unwashed hands.
- All volunteers and staff will have their temperature taken upon arrival at FFO and asked a series of questions about their health and recent contacts.
- Frequently touched surfaces will be sanitized prior to switching volunteers/staffs and at routine times throughout the day.
- All kitchen areas and bathrooms will be sanitized at routine times throughout the day.
- FFO has made enhancements to the air handling system to increase the flow of air and air filtration capability. However, when possible, the flow of outdoor air will be utilized. We have also placed physical barriers where feasible.
- 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/staff member test is positive, but they were asymptomatic, they may return to work if 10 days have passed since their first positive PCR test result.
- If a volunteer or staff member 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 or staff member has been identified as a "contact", they will need to self-quarantine. If the "contact" receives a negative test result taken 5-7 days after exposure, the volunteer or staff member can come back to FFO on day 10 after exposure if they remain asymptomatic and continue to monitor for any symptoms.
- If a volunteer or staff member 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

RECORD TEMP

Signature