

Guidance for Food Distribution to Tenants during Covid-19

April 2020



Below are the current best practices for food distributions.

Please communicate with your communities the changes. In times of uncertainty, ample communication is necessary to make sure everyone hears the information. As always, if you have questions please reach out to your supervisor.

If purchasing food:

- Purchase nutrient rich food. Beans, whole grains, rice, canned protein, veggies, nuts and nut butters preferred. Skip Top Ramen or Cup O' Noodle types of foods.
- Consider purchasing in bulk pre-packaged items.
- Contact local foodbanks to see if you can leverage your funding and expand partnerships.

Pre-Bagging Food

- All food should be **pre-bagged** for resident pick up. To promote social distancing, residents will not be able to select their own food. This will create the least amount of face-to-face interaction time and ensures everyone has access to the same food opportunity.
- When pre-bagging use the following precaution:
 - Wear gloves when handling food; for your protection as well as for the residents.
 - Wash your hands **Before and After!**
 - If more than 1 person is participating in bagging, make sure that you are at least 6 feet apart and working at separate workstations/tables. Avoid passing items to each other.

Drop Off Option: Preferred Method

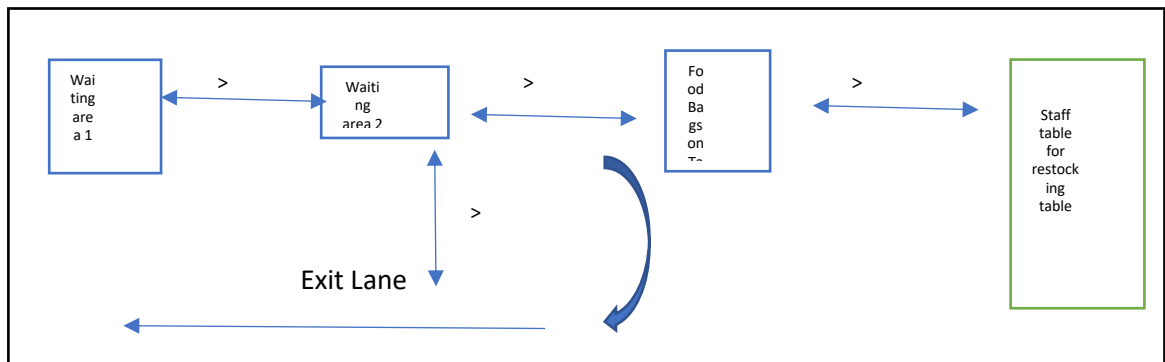
- Best practice is to find out via phone which resident would like food and then drop off pre-bagged food at the residents' door.
- We should just knock on the door and walk away to maintain social distancing.
- Remind residents to dispose of the bags and to wash hands after receiving.

Pick-Up Option: (Not preferred)

- If it is not possible to deliver the pre-bagged food, it should be pre-bagged and set out for residents to pick up.
- Ask residents to make an appointment, so that they pick up times at different time slots. Do not have more than 2 residents at any time slot.
- If possible, this distribution **should be outside**. Putting a table in front of a door and placing food out for residents to pick up. A canopy could be used to cover the table as well.
- Ask residents to wash hands prior to picking up food.



- Surfaces where food is left out should be cleaned prior and periodically during the distribution. At the end of distribution, cleaned again.
- Let residents know to dispose of the bag and to wash their hands when returning home. This is for their safety.
- Using gloves where possible to handle food, where possible, is a best practice. Disposing of the gloves immediately after use is also important.
- Social distancing measures should continue to be in place. Residents and staff should not come within 6 feet of each other. Limit the amount of people in the food distribution. Use cones/tape to mark where residents should stand in line, 6 feet apart. See example configuration below. The waiting areas are marked with tape and there are two waiting areas in case residents come early. The staff has a table where they place a food bag for each resident as they come in and resupply off of a larger table in the back. Be sure to have an “exit” lane so that residents stay 6 feet apart when leaving.



Thank you for all your time and energy helping keep our residents healthy!

Sample Bag List

A bag might include:

**1 bag of rice
1 bag of lentils
1 jar of nut butter
2 cans of meat
1 bag of frozen veggies
1 loaf of multi-grain bread**

**1 bag potatoes
1 bag frozen veggies
1 loaf of bread
3 cans of soup
1 jar of nut butter**