

COVID-19 Safety Checklist for Meal Distribution Updated April 22, 2020

Use this checklist when providing meals to a group. Every staff member, volunteer, and meal recipient must do their part to stop the spread of COVID-19 and protect our community.

- ✓ **Exclude staff/volunteers who are at high risk of severe disease (or who have someone in their household who is high risk); this includes persons who**
 - Are age >65; have underlying heart disease or lung disease, diabetes, liver disease; are immunocompromised, on dialysis, or have severe obesity with BMI \geq 40
- ✓ **Actively determine if staff/volunteers are well at the start of their shift**
 - Exclude anyone with a fever \geq 100.0F or feels feverish, has a cough, is short of breath, or does not feel well in any way. If anyone becomes ill while working, do not allow them to “tough it out” – immediately send them home for self-isolation. Ill persons should not return until cleared according to AHD guidelines (alexandriava.gov/coronavirus).
- ✓ **Follow general food safety rules while preparing food**
 - Additionally, increase the frequency of hand washing.
- ✓ **Maintain 6 feet of physical distancing between staff members, volunteers, residents**
 - When that is not possible, minimize amount of time people are within 6 feet of others.
 - Enforce meticulous hand hygiene (prevents transmission of foodborne illnesses too!)
- ✓ **Wear cloth face coverings or surgical masks**
 - These are critical when within 6 feet of others; ensure they cover both mouth and nose
- ✓ **Gloves should always be worn when handling food**
 - Change them frequently, and wash hands each time you change them
- ✓ **Follow all food temperature safety rules**
 - Keep cold foods at 41F or below and hot foods above 135F.
- ✓ **Prevent situations where people are congregating or waiting in crowded lines**
 - Ensure 6 feet of physical distancing and distribute items that can be provided quickly.
 - When appropriate, advise recipients to take food home/ not to consume food onsite.
- ✓ **For situations where residents will be eating onsite:**
 - Eliminate food buffets or family style meals – the safest method for serving food is in individual disposable containers (boxed lunch style).
 - If the above cannot be done, assign staff/volunteers to portion food and hand it to people.
 - Provide an environment so that people will be seated at least 6 feet apart. This can be done by removing tables and/or chairs, or by taping areas off from use. Consider staggering eating times to accommodate everyone safely.
- ✓ **Review all group food safety rules from USDA.**
 - Find more information on alexandriava.gov/Coronavirus or call 703.746.4910 for food handling guidance.

