

COVID-19 Safety Checklist for Meal Distribution – March 20, 2020

Use the below checklist if you are providing meals to a group of people. Every staff member, volunteer, and meal recipient must do their part to prevent the spread of COVID-19 and protect our community.

- ✓ **Check if staff/volunteers are well at the start of their shift.**

Do they have a cough, shortness of breath or a fever? If they do, send them home immediately, and advise them to stay home until:

 - a. They have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
AND
 - b. Other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - c. At least 7 days have passed since symptoms first appeared
- ✓ **Follow general food safety rules while preparing food.**

Additionally, increase the frequency of hand washing.
- ✓ **Gloves should always be worn when handling food.**

Change them frequently, and wash hands each time you change them.
- ✓ **Create social distancing between staff members/volunteers.**

Keep people 6 feet apart and enforce good hygiene practices (this will also help prevent foodborne illnesses!)
- ✓ **Follow all food temperature safety rules.**

Keep cold foods at 41F or below and hot foods above 135F.
- ✓ **Avoid food buffets or family style meals.**

The best method for serving food is individual disposable containers (boxed lunch style). If this can't be done, assign staff/volunteers to portion food and hand it to people. If self-service is unavoidable, change spoons at least every 20 minutes, and encourage people to wash hands and use hand sanitizer before using serving utensils. Serving utensils should be washed, rinsed and sanitized thoroughly.
- ✓ **Avoid situations where people are congregating or waiting in long lines.**

Encourage social distancing and provide items that can be taken quickly. Request that food is taken home to avoid consuming it onsite. If people stay to eat, create an environment that spaces people out at least 6 feet apart. You can encourage this by:

 - a. Removing every other table
 - b. Placing chairs up on every other table
- ✓ **Review all group food safety rules from USDA.**

Find more information on alexandriava.gov/Coronavirus or call 703.746.4910 for food handling guidance.

