

Alternative Off-Site Distribution Process and Volunteer Guidelines

On-site volunteers and host site staff must enforce guidelines and ensure that social distancing is being maintained at all times.

DRIVE-UP Recipients

1. Volunteers will **create boxes/ bags of food** with product supplied by Houston Food Bank **before recipients arrive.**
2. Volunteers **must wash/sanitize hands following CDC protocols** after arriving, before participating and before putting on gloves.
3. Volunteers **must wear food-grade gloves** while packing boxes/ bags. **Volunteers should wear food grade gloves at all times.** Hands should be washed every time gloves are changed.
4. **Signs are needed to:**
 1. remind Recipients to open their trunk prior to entering the property
 2. stay in their vehicles at all times and
 3. If the trunk is not open, do not exit the vehicle until the Volunteer has left the container and is 6 feet away.
 - a. If the trunk does not work, the Volunteer will set the product by the Recipient's vehicle
 - b. The Volunteer will walk away from the vehicle
 - c. The Recipient will step out of the vehicle and place the product in their own vehicle once the Volunteer is over 6 feet away



5. Volunteers should practice social distancing from others while working, staying 6 feet apart and not congregating in groups of more than ten.
6. Volunteers will follow protocol for changing gloves and thoroughly washing hands according to CDC best practices
7. Volunteers will maintain clean and sanitized work surfaces as needed

