

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.

WALK-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. Using cones and tape, route Recipients to the table(s). The line should have signs that encourage Recipients to stand at least 6 feet apart.
5. Mark a line 6 foot away from the Volunteer at the table.
6. **Volunteers should practice social distancing** from others while working, **staying 6 feet apart** and not congregating in groups of more than ten.
7. Volunteers will follow protocol for changing gloves and thoroughly washing hands according to CDC best practices
8. Volunteers will maintain clean and sanitized work surfaces as needed

