

Falls Area Food Pantry COVID-19 Policy

Overview Statement:

- Our objectives are to:
 - maintain our ability to continue our mission of providing food to those in need
 - protect the health and safety of clients, volunteers, and staff members
 - protect the reputation and viability of the Falls Area Food Pantry
- To meet these objectives, the Board of Directors (BOD) expresses its commitments to:
 - comply with all state and federal guidelines, recommendations, and restrictions
 - meet or exceed all CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov>)
 - be as open and transparent as we can about our policy and any known cases of COVID-19 that may impact Pantry operations or our community
- If an outbreak compromises our ability to safely and effectively serve our clients, the Executive Director and/or BOD may choose to close the Pantry until such time that it is safe to re open. Decisions about closing/opening the Pantry will be made by the Executive Director and/or by BOD and will consider CDC guidelines and federal, state and local regulations.

Standard Procedures:

- We ask that people do not enter the Pantry if they have any symptoms of COVID-19.
- We do not allow clients to enter the Pantry. To protect clients and volunteers, clients are asked to properly wear masks during all interactions, even when in their vehicles. ***Note, the BOD does not intend that volunteers enforce compliance by clients.***
- We social distance as much as possible/practical during interactions with clients and other volunteers.
- Anyone(volunteers, clients and/or staff, contractors, tradespeople, cleaning crews, etc.) entering the Pantry are required to properly wear Personal Protective Equipment during their time inside the Pantry.
 - Properly worn masks, covering the nose, mouth and chin are preferred.
 - CDC-approved shields may be used by people who are unable to use masks.
 - People who do not comply will be required to leave the Pantry premises.
- Volunteers clean/disinfect after every day that the Pantry is open to serve clients.
- If a pantry staff member or volunteer has had exposure to someone with COVID-19 or suspects they have symptoms, they will be asked to get a COVID-19 test and to quarantine per CDC guidelines.
- Pantry staff and volunteers will be notified if there is a possible COVID-19 exposure that occurred while they were volunteering at the pantry.
- So that we maintain a consistent message about policies and COVID-19 exposure in the Pantry, communications about COVID-19 issues will be handled by the President of the BOD or the Pantry Executive Director through normal media outlets (Facebook page, website and news media as required.)
 - People associated with the Pantry (staff, volunteers, board members) who are aware of a possible COVID-19 exposure are asked to keep information about the exposure confidential and to refer any inquiries to the President and Executive Director.
 - We will maintain the confidentiality of any volunteers involved in any COVID-19 exposure. We do not refer to the person by name and do not give any information that might allow people to be able to identify that person. People who know or suspect they know the identity of the person will not share this information.