



# Pre-Distribution/Shift Kickoff Meeting Volunteer Appreciation and Health Expectations

Conduct Multilingually as needed  
Updated June, 2020

## Welcome and Brief Introductions

- Introduce leaders
- There is a tremendous need for volunteers and healthy food – especially now - Your community needs you.
  - Second Harvest has seen an 85% increase in people served since the pandemic started and is serving over 500,000 people together through distributions like this one. Thank you for being here today!
- Explain the game-plan for the day, and how the distribution will be managed

## Your health and safety, and that of our clients, is important. We ask that you follow these guidelines:

- Social distancing is critical
  - Clients, volunteers and staff should always stand 6 feet apart from each other (show what this means)
  - We are using chalk or tape to mark 6' intervals for clients to stand if possible.
  - Do not shake hands or engage in any unnecessary physical contact
  - Introduce volunteer designated as a Social Distance Encourager, and their role.
  - (For inside sites) A volunteer will be at the door to ensure social distance can be maintained inside.
- Volunteers and clients must wear a face covering
  - For clients without masks, a volunteer can bring food to them, or provide a face covering for them.
  - Children who are 12 and under are not required to wear face coverings.
- **If you have traveled by commercial airplane during the past 14 days, you should not volunteer.**
- Please remember that public health officials advise against high-risk individuals being here, and you may wish to return home. These include: Older adults and anyone with a serious chronic medical condition such as: Heart disease, Diabetes, Lung disease, Compromised immune system
- If you have any of the following symptoms, or have been exposed to the following symptoms, you must go home and isolate.
  - Fever (100.4 or higher), cough, sore throat, shortness of breath, tiredness, muscle or body aches, nausea, vomiting, diarrhea, chills, night sweats, confusion, loss of sense of taste or smell
- If you are sick or test positive for COVID-19 you can volunteer again once
  - You are fever-free for at least three full days without the use of medicine to reduce fever), AND other symptoms have improved, AND at least 7 days have passed since your symptoms first appeared, AND
  - If you tested positive for COVID, you should receive two negative tests in a row, 24 hours apart.
- **While volunteering, please always follow the following practices:**
  - ALL volunteers must use gloves. Wash your hands or use hand sanitizer before putting them on.
  - Change gloves if you touch your face or your phone or switch tasks.
  - Sneeze and cough into your elbow or a tissue and throw it away (then change your gloves).
  - Keep all tables and surfaces in contact with food clean. Clean and sanitize surfaces *before and after* the distribution. Don't forget the table edges, frequently touched surfaces and carts used for moving food.
  - Do not handle clients' materials, membership cards, or share pens or papers.

**We are very grateful that you are volunteering today. Thank you!**