**Distribution Day Event Procedures for Edible Flint Volunteers**

* **Screen Volunteers Reporting to Work** *Note: Older adults and people who have severe underlying medical conditions such as heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness. (CDC). Edible Flint respects the decision of any individual of any age to indicate that they will not be able to volunteer on site on this day. There is a need to make telephone reminders and contacts … volunteers may choose these tasks.* All staff and volunteers will be screened each time they report to work.
* Only healthy individuals should be preparing, packaging, or touching products – plants, seeds, filters, compost and the paperwork to manage the distribution of kits. If someone is ill or feels sick, they should go home immediately. Volunteer leadership may ask a person to go home.

All volunteers will be provided with the Genesee County Employee and Volunteer Pre-Work Health Checklist and as they arrive on site, will be asked the health questions.

* Ask if those reporting are wearing freshly laundered clothing (clothing not worn anywhere else.)
* Assign volunteers not able to wear a mask or with concerns of risk to serve in non-critical non- interpersonal areas, such as traffic control.
1. **Routine Cleaning before Distribution**
* Clean and Sanitize Contact Surfaces – plywood will be sprayed hourly with a chlorine and water spray.
	+ Frequently clean and disinfect non-food contact surfaces including doors, handles, clipboards, pens, with an EPA approved disinfectant solution or a Clorox wipe. Clean phones with a Clorox wipe.
1. **Personal Hygiene**
* Make sure the following items are available for volunteers:
	+ Handwashing sinks with soap and single-use paper towels.
	+ Proper waste receptacles.
	+ Alcohol-based sanitizer with at least 60% alcohol if soap and water are not available.
	+ All volunteers must wear a face mask at all times. Edible Flint will have facemasks available. If remove face mask or re-adjust, wash hands before again handling plants, distributing product, or assisting customers
	+ Volunteers will be asked to supply their own mask if possible. If they cannot, we will have masks available.
	+ Gloves will be available in several locations.
	+ Distribution Day Volunteers and leadership will not have access to the Neighborhood Engagement Hub building with the exception of the restroom at the back entrance. Wipe down all touched surfaces, dispose of paper towels in the wastebasket and use a Clorox wipe on the door surfaces of the restroom and the building door as exit and discard in trash can just outside the door. . Advise to wear gloves into restroom and dispose of them in trash can outside NEH outside door.
1. **Practice Social Distancing During Kit Assembly**
* Limit number of volunteers in the prep area to make sure they are working at least 6 feet apart. No more than 2 persons working the assembly tables (sheets of plywood.) Kits will be passed to the next table to avoid worker movement and contact.
* Make sure all prep stations and tables are 6 feet apart. Any gloves removed should be turned inside out as removed and immediately disposed of in a trash receptacle. No gloves should be re-used or left on a work surface.
1. **Practice Social Distancing During Kit Pick-up**
* Use traffic cones, tape, or chalk to space vehicles 6 feet apart. – walk areas for volunteers or anyone on foot marked at 6 foot distances.
* Ask those picking up to pop their trunk or open their own car door for loading compost, filters, and garden kits into the trunk.. A masked volunteer will load with customer remaining in vehicle. Customers will be asked to wear masks and masks. Each customer will hold an order sign (large print) to communicate order information to the volunteer loading their order. If a customer exits their car, they must maintain adistance of 6 feet with volunteer immediately moving to that social distance.
* For vans, trucks, or other vehicles without a trunk, request the driver to leave their vehicle and take the number of compost bags and kits they need from a table located curbside all while maintaining 6 feet distance from the volunteer. A volunteer may assist if the individual is physically unable to do so and if the customer is wearing a mask and then maintains social distance of 6 feet so volunteers can assist in loading.
* Volunteers must wash hands with soap prior to working at any station and must have a face mask on at all times.
* Wash hands if touch phone at any time.
1. **Post-Work Practices**
* Wash hands before leaving worksite.
* Wash hands when arriving home.
* Separate/segregate clothing worn during event.
* As an extra precaution, shower or bathe when returning home.

**Distribution Day Event Procedures for Buyers/Customers**

Customers Picking up:

* Observe posted speed limit for parking lot & marked signs – do not park in the distribution area.
* Follow signage and marked spaces. A walking volunteer will verify your order through your car window and provide you with a bright card to provide info to those managing the kits, compost, and filters.
* If possible, pop your trunk, rear hatch, side door, or back door.   Otherwise, place car in park and be ready to have your order handed to you.

Alternately, we will set up a "no-contact" table for those customers who do not want volunteers handing items to them through a window or if they refuse to/cannot open the vehicle.  A separate table is set up and items are placed on the table, and the customers must exit their vehicles and pick up the kits. Volunteers maintain social distance of at least 6 feet.

SIGNAGE

Signs will provide clear information to reduce the physical contact and confusion – make it easy to work in a safe and healthy way. Ground signage to mark spaces for social distance essential & completed on Friday June 5th.

Note: Volunteers will be informed of their work assignment and guidelines before they arrive. We plan a “teaching the task and protocols” in small zoom groups and phoning those who are unable to participate in this way. The intent is to assure that there is a full understanding of the site’s health requirements and the parameters of their job. It cannot be assumed that all will have read on-line communication – and know that it is difficult to articulate through masks. Edible Flint’s Garden Starters Team and staff have used webinar guidance for these drive–through events and the local conservation districts personal protection guides for their employees on a very recent event.