

SHARE Food Network Manages COVID-19

SHARE staff is concerned about the safety of everyone that so graciously volunteers to facilitate our monthly distribution. In the midst of COVID-19 we recognize that closing down SHARE Food Network is not an option. SHARE serve thousands within the DMV and our teams are dedicated and committed to getting healthy food into the community. However, we have modified our distribution model to mitigate COVID-19 transmission.

Below you will find detailed guidance for Host Sites and Volunteers.

In Our Warehouse

- DAILY Cleaning Routine: Clorox wipes will be used to clean all doors, door handles, door frames, countertops, light switches, keyboards, copy machines, credit card terminals, pens and clipboards.
- Additionally, frequently touched areas in the warehouse such as forklifts, pallet jacks, brooms, dustpans, carts, clipboard, clipboard stand, countertops, tape guns, scissors, water dispenser and any other item used by volunteers and staff will be sanitized.

Volunteers

- The number of staff and volunteers will be limited and closely monitored.
- Volunteers are required to immediately wash hands with soap and use gloves at all times
- All volunteers will be monitored by staff for evidence flu-like symptoms.
- We ask volunteers to refrain from volunteering if you do not feel well.

SHARE Food Network Implements a Modified Distribution

1. Host Sites must schedule a pickup time.

Within this email there is a link for the Host Site Coordinators to schedule their pickup day and time.

APPOINTMENTS ARE FIRST SIGNED UP, FIRST SERVED. There will be time allotted for a maximum of 12 sites to pickup every hour during the dates and times listed below. We have expanded distribution across three days to keep our distribution in compliance with Social Distancing precautions.

- Friday, March 20th
- Saturday, March 21st
- Monday, March 23rd

2. **Staff and confirmed volunteers only will pick your order**, while you wait in your vehicles.
3. **Your transportation teams will be able to load directly from the warehouse docks to your vehicles**, as usual.

In order for this modified distribution to be efficient SHARE Food Network has made the following changes in its operations:

The Rules:

- The number of individuals permitted in the building will be limited and monitored closely. This will be at the discretion of staff.
- Host sites are asked to make payments prior to pick up. This will facilitate social distancing and minimize the number of people any member of your team will need to be in close proximity to.
- Host sites will not be permitted to make order changes on Distribution Day
- If you miss your appointment window, you will be asked to wait until a time slot is available.
- Sites that have not paid February 2020 balance in full will not receive food.
- Market Day (usually the Monday following Distribution day) is CANCELLED.

Suggestions for managing your host site distributions

1. Consider pre-packaging each customer order
2. Consider distributing SHARE Packages outdoors. Use a drive-thru method.
3. Set up volunteers in teams, (1) site preparation, (2) distribution, and (3) clean up.
4. Limit the number of customers picking up/entering the distribution space at any given time.
5. Extend the duration of your host site distribution.
6. Have plenty of hand sanitizer, gloves, and disinfecting wipes to clean surfaces prior to food setup.
7. Have your customers pre-pay. Consider using CashApp or Paypal.

You are all critical to SHARE's success and the sustainability of your communities.

We appreciate your partnership and we thank you!