**Sample Plan for Food Distribution Ministry**

This is a sample plan to assist you in thinking about your church plan.

Your church will want to create a plan that is custom for your particular situation.

**Mitigation Plan**

1. The Outreach Center Food Pantry Procedures:

A. When we are able to reopen and resume food distribution, we will allow only one person at a time to enter the waiting area. They will receive a prefilled box of food based on the number of people in the family. Social distancing will be followed while clients are waiting in line with markings on the sidewalk. Masks will be required for all clients picking up food.

B. Volunteers will be required to wear PPE. All surfaces (counters, doors knobs, chairs) will be sanitized after each person leaves the waiting room. The pantry will be sanitized at the end of each distribution day.

C. Liability Waivers – volunteer staff must sign a waiver acknowledging the risk during the pandemic and to waive any claim against the church in the event that of contracting COVID-19.

2. Thursday Food Pantry Procedures

A. Volunteers will wear PPE and sanitize tables after each use. There shall be no more than 8 people in the room.

\*Volunteers are required to maintain social distancing.

\*Volunteers will be encouraged to stay home if they are experiencing any of the COVID-19 symptoms (a symptom list will be posted).

\*Volunteers will have their temperature taken as they enter the space. Anyone with a temperature of 100 or more will be sent home. A volunteer may return after they have either quarantined for 14 days and are feeling well or have received two negative COVID-19 test results.

B. Food boxes will be pre-packed in the fellowship hall. Once packed, the boxes will be taken to the area where two or three volunteers will distribute – each wearing masks and gloves and keeping social distance (6ft).

C. Families may line up in the parking lot, adhering to social distancing guidelines according to the tapings set out on the asphalt. One person at a time is called up to the table. A box is set on the table. The client takes the box and leaves before the next client is called up.

D. Persons receiving food will be required to also wear a mask. If a person does not have a mask, the church will provide a disposable one.

E. Tables are sanitized after each person.

F. After Food Distribution is complete, all tables in the Fellowship Hall will be sanitized and floors are disinfected