



UNITED METHODISTS OF GREATER NEW JERSEY

Food Pantry Best Practices updated 10.29.20

If you are unable to abide by these best practices due to the size of your food pantry or other reasons, consider merging with a larger food pantry or donating your food to a local food bank until the spread of COVID-19 is no longer a concern.

Staff/Volunteers

- Reduce the number of staff/volunteers present at any given time to meet indoor/outdoor safety guidelines and maintain social distancing.
- Screen volunteers for a temperature.
- Remind staff and volunteers to stay home if:
 - They are feeling sick or someone in their proximity is feeling sick.
 - Experienced symptoms that could be COVID 19 related in the last 14 days.
 - Been around anyone who has had COVID 19 in the last 14 days.
 - Traveled to the states on the NJ quarantine list in the last 14 days
 - Traveled outside the United States in the last 14 days.
 - Been on a cruise or to the airport in the last 14 days
 - Been to an indoor event/gathering where more than 25 people were present in the last 14 days.
- Send sick individuals home.
- All volunteers must wear a mask covering their nose and mouth
- Extra disposable masks should be available for staff, volunteers, and clients
- Follow social distancing: Six-foot spacing between volunteers and clients at all times.
 - Draw chalk lines/lay down tape every 6-10 feet so people know where to stand.
- Wash hands/sanitize after every interaction with someone.
- Use proper hand washing technique.
- Ensure proper food handling, including the use of gloves if available.
- Have one volunteer sign in clients to avoid minimal contact. Wear gloves when using the pen.
- Hang posters with best practices, social distancing instructions, handwashing instructions, etc.

Clients

- Wash/Sanitize hands upon arrival
- All clients must wear a mask covering their nose and mouth at all times
- Allow people to pick up on behalf of others if they are not feeling well or someone in their proximity isn't feeling well or if:
 - Experienced symptoms that could be COVID 19 related in the last 14 days.
 - Been around anyone who has had COVID 19 in the last 14 days.
 - Traveled to the states that are on the NJ quarantine list in the last 14 days.
 - Traveled outside the United States in the last 14 days.
 - Been on a cruise or to the airport in the last 14 days
 - Been to an event/gathering where more than 25 people were present in the last 14 days.
- Follow social distancing: Six-foot spacing between volunteers and clients at all times.
- Wait outside until it is their turn to receive food.
 - Draw chalk lines/lay down tape every 6-10 feet so people know where to stand.

Mission and Resource Center

205 Jumping Brook Rd., Neptune NJ 07753

732.359.1000 | www.gnjumc.org



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Food Distribution

- Temporarily switch to a pre-bagged or boxed distribution model.
- Limit the number of people present at any given time to 25% of indoor room capacity by requesting appointments
- Extend program hours or days of operation to reduce the number of persons present at one time and to allow time for cleaning and sanitation.
- Deliver food items either through curbside (place food items in the trunk of their car for minimal contact) pickup or porch delivery (do not enter the household). Especially needed when food pantries are too small to practice social distancing OR
- Grab and Go: Clients go to a table that has their food items, take it, and leave the space.
- Clients wait outside/in their cars until it is their time to receive food.

Sanitation

- Wipe all surfaces with a bleach solution before and after each appointment time.
- Wipe down handles, doors, doorknobs, handrails multiple times a day with a bleach solution or disinfectant wipes.
- Wipe down pens and other items that can possibly provide a place for the virus to spread with a bleach solution or disinfectant wipes.