



COVID - 19 Disaster Relief Program Drive-Thru Distribution

Make sure EVERYONE is 6ft apart throughout the entire operation

STAFF Per Site:

1 Program Manager

1 Site Manager per site

3 Program Coordinator (Registrar Coordinator, Parking Coordinator, Distribution Coordinator)

Checklist:

- Gloves (1 med & 1 xl)
- Masks (1-2 boxes)
- 11 Yellow Vests
- 12 Orange Vests
- Cones (24)
- Megaphone Bullhorn
- Station Boards
- Safety Flags (10)
- Walkie-Talkie (3 sets of six)
- Clipboards (11)
- Garbage Bags (5)
- Soap
- Foldable Tables (3)
- Disinfecting Spray (1)
- Paper Towel (1)
- Disinfecting Wipes (1)
- Hand Sanitizer (1-2)
- Operational Bathroom
- Pens (20)
- Sticky Notes (5)
- Check-In Wristbands (1 box)
- Tally Counters (2)
- Second Harvest Registration Forms
- Second Harvest Instructions
- Thermometer
- Extra Batteries (1 pack)
- Welcome Forms (5)
- Tape
- Calfresh Cards
- Cautious Tape
- Box Cutter (3)
- Exit Sign
- Stop Sign
- Bathroom Cleaning supplies



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- * After everyone is checked in Fr Jon will start us with a prayer
- * The Site Manager will greet everyone and remind everyone about the importance of safety as this is an Active Disaster, also remind everyone that we at Catholic Charities take pride in providing customer service and to know how hard this may be for someone who has never asked for help is in need and unsure how to ask.
- * Please always thank all of our volunteers for assisting us today.

Process:

1. Set up check-in table (Sign in sheet for Staff / Parish Volunteers/ SHSV Volunteers)
2. Appoint two(2) staff with employee/volunteer sign-in sheet
 - One of them will be checking temperatures (if available)
 - One will sign in each person
 - Everyone MUST have gloves and mask once checked in
3. Appoint 3 volunteers to Set up Catholic Charities Flags
4. Have employees/volunteers check in with registration after they wash their hands or sanitize
5. Remind each staff must be checked in and form a line 6 ft apart
 - At the table they must pick up their masks (ask everyone if they are able to bring their own mask as we are in short demand), gloves and wristband after being checked in
6. After check in, assign each person to : 12-16 registration / 10-15 Distribution / 10-15 Parking (each site will have a lead for Registration/ Distribution/ Parking)
7. The parking group should wear orange vests and carry safety flags to be seen by cars. Their job is to help maneuver the cars in the drive-thru. They will direct them to the entrance, where to park, where to pick up the food and where to exit
 - Have someone use the tally counter to count the cars (walkies will need to be given to 4 parking)
8. The client registration group will wear the yellow vest and carry the Second Harvest Forms (client registration forms), pens and clipboard with them. While keeping a safe distance they will go to each parked car and take their information. If there are 2 families



in the car put a sticky note on the driver side (this will note to others to put double the food in the trunk). Once they're done they will let the parking group know

- **DO NOT** pass the clipboard or pen to the clients
 - **DO NOT** accept anything from the clients
9. The distribution group will help set up the food dropped off by Second Harvest and prepare for the drive-thru
- Once the pallets are drop/ food boxes must be counted
 - Create three (3) stations, one table at each station (it is easier if the boxes are set up behind the table)
 - 1 person will be behind the table at all times to stack the boxes on the table
 - 2 people will be on the side whose job will be to place the boxes in the trunk
 - 2 people on the other side of the table will be wearing vests to help direct the cars where to stop and to open/close their trunks

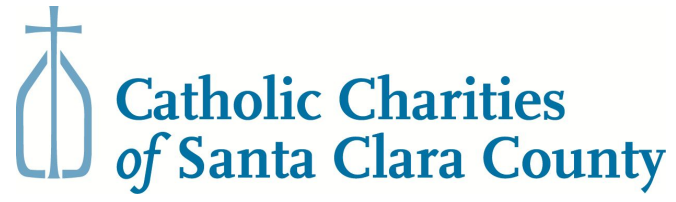
******* assign someone to provide water to staff and volunteers*******

Clean UP -

1. Turn in all paperwork to the registration Coordinator.
2. **MAKE SURE ALL BATHROOMS ARE CLEANED**
3. Once the food distribution is over have all the employees/volunteers disinfect ALL:
 - a. vests
 - b. pens
 - c. clipboards
 - d. flags
 - e. cones
 - f. tables
 - g. walkies
 - h. bathrooms

Make sure you thank everyone for volunteering today and our staff for being in the front line.

MAKE SURE EVERYTHING IS PUT BACK INTO CCSCC VAN



THANK YOU