



May 12, 2020

Summary of Plan for Safe Operations and Staff Re-Entry

*Employees:*

- Employees must wear masks and gloves when moving anywhere in the facility. Masks and gloves are provided by SHFB if the employee does not have one.
- Departments will develop a plan for minimum social distancing, pursuant to their existing workspaces, which may include ongoing distributed work locations. Options can include staggered onsite workdays/times, online department meetings and other options that maximize safety and the accomplishment of workload.
- Employees not able to take their temperature immediately before leaving for work will have their temperature taken upon arrival at the Food Bank by a supervisor.
- Returning employees will be re-oriented to COVID-19 procedures which includes frequent handwashing, social distancing, sanitizing workstation every day, reporting any symptoms and use of PPE.
- Any employee who is required to travel locally for business purposes must adhere to all social distancing guidelines.
- All overnight business travel is suspended until further notice.

*Volunteers:*

- Continue current minimized numbers, social distancing, and all other safe practices for volunteer experience.
- Volunteers continue to wear masks and gloves while in any facility. Masks and gloves are provided by SHFB if the volunteer does not have one.
- Continue to answer screening questions, both online and in-person, before being allowed to participate

*Catering:*

- Continue suspended operations until after the CDC, state and/or local officials approve such actions.
- Our tentative re-start is November 2020.

*Visitors:*

- Visitors must be pre-approved by the department manager to minimize density.
- Approved visitors must follow all guidelines as outlined for employees and volunteers.



*fighting hunger. feeding hope.*





#### *Facilities:*

- Current plan includes sterilization of public areas in all facilities.
- Continue hyper-sanitation protocol throughout all facilities.
- Continue six feet spacing between tables and chairs in congregated areas.
- Prior to entering Phase 2, conduct a full-facility sterilization.

#### *Partner Agencies:*

- Partner Agency representatives continue to wear masks and gloves while in any facility. Masks and gloves are provided by SHFB if the Partner Agency representative does not have one.
- Continue policy of one representative in Agency Lobby, two representatives for shopping and three additional to load the vehicle (five total).

#### Re-entry: Phase 1

- Daily monitoring of COVID-19 cases in Florida and 6-county service area.
- As of May 11, 2020: Continue with reduced number of onsite employees.
- At-home workers remain at this status.
- Continue with reduced number of volunteers and minimal visitors.
  
- If, as of June 15, 2020, assuming 14 days of a declining number of new confirmed COVID-19 cases in Florida, or at least our six-county service area, move to Phase 2.

#### Re-entry: Phase 2

- Daily monitoring of COVID-19 cases in Florida and 6-county service area.
- Department managers determine return-to-work capacity given employee workspace, department needs and personal risk factors, while remaining in adherence to all social distancing and use of PPE expectations.
- Volunteers – continue with operations as outlined for Phase 1.
- Partner Agencies – continue with operations as outlined for Phase 1.

#### Re-entry: Phase 3

- Daily monitoring of COVID-19 cases in Florida and 6-county service area.
- Continue departmental management of schedules per Phase 2 guidelines.
- Increase volunteer numbers to a maximum of 35 per shift.



*fighting hunger. feeding hope.*





- Any employee who is required to travel locally for business purposes must adhere to all social distancing guidelines.
- All overnight business travel is suspended until further notice.

Re-entry: Phase 4

- Daily monitoring of COVID-19 cases in Florida and 6-county service area.
- Assess/develop new work plan and overall operation of Food Bank per CDC guidelines, public health norms and workload requirements.
- Consider overnight business travel, depending on these same guidelines.



fighting hunger. feeding hope.

