



Curriculum Distribution Staff Working at Nutrition Hubs

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PURPOSE: To ensure that staff working at the nutrition hubs to pass out curriculum materials are in workspaces taking the proper measures to mitigate their risk of exposure to COVID-19.

SCOPE: This procedure applies to all curriculum distribution staff and project volunteers working at the nutrition hub sites. These procedures will be applied for the entire duration when staff is working to distribute curriculum materials at workspaces. It is recommended that no more than two staff members be at the curriculum distribution table at the same time. While working at the nutrition hub sites, volunteers will be stationed at tables or in areas that allow for distancing and limiting contact with others.

INSTRUCTIONS:

Staff will review these procedures in full prior to the start of their shift at the nutrition hubs/workspaces:

1. On arrival, staff and volunteers will disinfect their work areas by using the Clorox wipes or approved cleaning agent that kills the coronavirus that causes the COVID-19 illness. This includes wiping down all high touch areas.
2. Staff will maintain at least 6 feet distance from other co-workers at all times.
3. Staff will refrain from using co-worker's workstations, telephones or other work tools. If sharing is necessary, staff will disinfect the equipment before and after use.
4. Staff and volunteers will use gloves (provided) when touching or sorting materials that are to be distributed to students or staff.
5. Staff are recommended to wear cloth face coverings per the CDC recommendation.
6. Staff will practice good hygiene by washing hands thoroughly and frequently.
7. Staff will practice respiratory etiquette at all times by covering coughs and sneezes.
8. Staff will stay home if they are sick.
9. Throughout their shift, staff will routinely clean/disinfect their work areas and practice general good housekeeping measures.
10. Prior to leaving their work areas staff will disinfect their work area including all high touch areas.
11. If they are doing drive-up, use a service cart to present curriculum to drive-up patrons. Maintain a 6' distance from open car doors or windows. Wheel the cart to the vehicle and allow the patron to take the materials from the cart.
12. Wipe down the service cart with clorox wipes or approved cleaning agent and disposable towel between each patron.



QUESTIONS AND CONCERNS:

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.