

Second Harvest Food Bank Santa Cruz County COVID19 Policies & Procedures

Second Harvest Food Bank (SHFB) is dedicated to maintaining a healthy work environment and promote employee and volunteer safety in response to the COVID-19 pandemic. SHFB has developed the following rules and guidelines in order to provide the framework for a safe work environment.

1. Each Volunteer and Employee's temperature will be taken before the start of each working day and recorded on the Daily Screening log.
2. Any employee or volunteer showing symptoms of any illness (recent dry cough, sneezing accompanied by a fever, fever, chills, body aches, etc.) must remain at home or will be sent home immediately.
3. Employee's and volunteers must always wear a face mask!
4. Gloves will be provided and must always be worn while handling food.
5. Everyone entering the building will be screened for COVID-19 in the Martinelli room. Those who pass will be allowed access to the rest of the building. Those who do not will be sent home.
6. Masks must be worn by everyone entering the building.
7. Visitors must make an appointment in advance.
8. Where possible and when practical employees and volunteers must always actively maintain 6ft or more "social distance" from each other.
9. The number of volunteers will be limited to the amount of work that is needed to be completed that day. Excess numbers of volunteers create social distancing problems and increase the chance of spreading an infection.
10. Approved hand sanitizer bottles, sanitizing wipes and sanitizing sprays are available throughout the work areas.
11. There will be cleaning and disinfecting of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, steering wheels, equipment controls and doorknobs.