



## **Division of Services for Aging and Adults with Physical Disabilities**

### ***COVID-19 Guidelines for Home-Delivered Meal Volunteers***

In preparation of protecting the vulnerable population that the home-delivered meal program serves, the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) is providing suggested guidance for volunteers in the home delivered meal program. Everyone has a role to play in personal and community protection to avoid community spread of COVID-19. Taking steps to avoid the spread of germs is of the utmost importance. Volunteers are a critical resource that can help a great deal by offering to deliver meals.

#### **Take steps to avoid spreading germs from any respiratory disease by:**

- Covering your cough with a tissue or your elbow.
- Staying home if you are sick.
- Washing your hands.
- Not touching your face.
- Cleaning frequently used surfaces regularly.
- Getting your flu vaccine if you have not already done so.
- Practice social distancing.
- Sanitize the inside of your vehicle.

#### **Handling of the meals:**

- When possible, meals will be delivered in plastic bags
- When you prepare to take the meal to the participant make sure that you have sanitized your hands, even if wearing gloves
- Repeat this process for each meal you deliver

#### **Door delivery recommended procedure:**

- Take the meal to the participant's door, wearing gloves if they have been provided to you, and either hang it on the door knob or place it in front of the door.
- Knock on the door to let the participant know you are there and step back a minimum of 6 feet to watch the participant retrieve their meal.
- If the participant does not come to the door, please call them. If you cannot make contact, let the office know but do not leave the meal. The meal may be left with spouses, partners or other family members who are at the home. Meals not accepted may be given to other participants on your route as seen fit.
- For individuals who are unable to answer the door because of a mobility issue you may wear a mask if provided and enter the home after knocking. Place the meal on the nearest shelf or table surface, always keeping a minimum of six feet away from anyone in the home.
- You must have acknowledgment of receipt of the meal before leaving any meal, whether inside or outside the home.
- Please report anything you feel is "out of the ordinary" to the home-delivered meal site.