



**Effective Immediately**

**April 6, 2020**

Policy and Procedures for Our Daily Bread™ Regular Drivers and Substitute Drivers

The safety of our clients and volunteers in regards to the COVID-19 (coronavirus) pandemic and the methodology of delivering meals for Our Daily Bread are paramount in maintaining a safe environment and continuing this vital service for our community.

Driftwood's Desert Door Distillery has fulfilled our request for hand sanitizer for Our Daily Bread volunteers. We are able to provide one bottle of hand sanitizer for each regular driver. Sub drivers should only pick up a bottle if you are currently on the April calendar. The sanitizer will be available on the food carts when picking up for your delivery. While we hope to have more available please keep in mind, the sanitizer is like GOLD, and in extremely limited supply so use sparingly but use what is necessary.

The CDC recommends washing hands with soap and water whenever possible because hand washing reduces the amounts of all types of germs and chemicals on hands. To read the CDC When & How to Use Hand Sanitizer in Community Settings: <https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>

While we realize the demand, for the highest level of safety for our clients and volunteer drivers, N95 masks have been purchased for all meal delivery drivers. These masks are hospital grade for healthcare workers in close proximity to patients who may be spreading droplets if coughing or sneezing and the "Gold Standard" for safety.

For our use, and with our policy of a 6' social distancing separation, they can safely be reused. These are for your personal use only and are not to be shared with anyone. Please utilize the N95 for meal delivery only, put your name on your mask with a Sharpie, and store in a Ziploc bag when not in use, The CDC has recommended wearing a cloth face covering in public settings.

Again, the safety of our clients and volunteers is our priority and these N95 masks provide an extra level of precaution and protection. Thanks to Martin's Wellness Dripping Springs Pharmacy for acquiring these masks, which were provided to us with very little markup.

Non-latex gloves and disinfectant wipes have also been purchased and will be available to our drivers. Wipe meal containers with a disinfectant wipe as you place them in your carrier bag. These supplies will be available on the food carts when you pick up your meals. Use one pair of gloves per route and use the hand sanitizer before and after each delivery even though wearing gloves. Safely dispose of the gloves after completing your route.

These safety procedures for all Drivers are mandatory and should be followed.

Please call and advise if you are experiencing any coughing, runny nose, fever, body aches, extreme tiredness or tightness in your chest.

Place meals outside the client's door, knock or ring the doorbell and announce yourself with your name, and with Our Daily Bread, and step back 6 feet. Do not leave until the client comes to the door. For those very few circumstances when the meal must be placed inside the client's home: always maintain the 6 feet separation from any person when entering the home. Use hand sanitizer when returning to your vehicle.

## ALWAYS

- Wash your hands thoroughly before your route.
- Wipe down your steering wheel, gearshift knob and door handle with a disinfectant wipe before you start your route.
- Wipe down containers with a disinfectant wipe as you place them in your bags. (Bags should be disinfected before and after each route.)
- Wear gloves and N95 mask on your route. You may wear one pair of gloves for the entire route but sanitize the gloves with hand sanitizer before and after each delivery, and safely dispose of the gloves after your route.
- Again, the N95 masks are **NOT** a one-time use item and may safely be reused.

Keeping our delivery drivers safe as well as our clients is our utmost priority. It's understandable if anyone at any time should not feel comfortable delivering meals. Please inform Beth as soon as possible so a sub can cover your route.

We all are in this together and together we all can make a difference. You and what you do is appreciated!

“Doing good deeds to meet the elderly’s needs.”™

Most Sincerely,  
The Friends Foundation Board  
Beth Woodward, Our Daily Bread Driver Coordinator  
Kathy Carriker, Our Daily Bread Client Coordinator  
Kathy and Wayland Clark  
Grace and Alex Dormont  
Nicole English  
Theresa and Bobby Tod  
Terri Wood  
Mike Woodward