



Effective Immediately

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.

While we continue to provide sanitizer and protective equipment, such as face masks and gloves, please keep in mind the PPE is like GOLD and supply is limited at times so use sparingly but use what is necessary. Hand sanitizer is provided 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 calendar. The sanitizer will be available on the food carts when picking up for your delivery.

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>

In order to provide the highest level of safety for our clients and volunteer drivers, N95 or KN95 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 these masks for meal delivery only, put your name on your mask with a Sharpie, and store in a Ziploc bag when not in use. Again, the safety of our clients and volunteers is our priority and these masks provide an extra level of precaution and protection.

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 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 and KN95 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 the Our Daily Bread volunteer coordinator 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
Mike Woodward

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