

# PARTNER & DONOR SITE GUIDELINES

Every donation tent, partner site and distribution location involved with Metropolitan Ministries will be required to follow our safety guidelines. For the safety of our clients and community at large, every volunteer must adhere to the guidelines provided below from Metropolitan Ministries. These guidelines come from the Center for Disease Control. Any changes to these guidelines will be updated and published as needed. Updated 8/11/20



## MASKS

Volunteers & staff are required to wear masks at all times, including outdoors. Donors are required to wear masks if they exit their car.



## DISTRIBUTION

All clients will be served by drive through or home delivery only. Where possible, all volunteer activities should be located outside.



## INDOORS

For volunteer activities indoors, the max # of people in a room may not exceed 20% of the room's capacity as outlined by the fire code. Social distancing guidelines must be followed.



## SOCIAL DISTANCING

In all instances, volunteers must be in groups of 10 or less and remain 6ft apart from other groups of volunteers.



## GLOVES

Should be worn by volunteers in the donor lane at all times. Gloves also required for any non-donor lane volunteers handling food products.



## NON-CONTACT TEMPERATURE CHECKS

Required for anyone who enters the holiday site. Once checked, wristband must be worn with current date to indicate temperature was taken.



## HAND WASHING

There must be 1 hand washing station available per 25 volunteers. 1 hand sanitizer station must be available per 10 volunteers.