

Little Brothers – Friends of the Elderly
Safety Plan for Volunteers and Staff Working
Easter Hot Meal Prep and Delivery.

Background

Little Brothers – Friends of the Elderly (LBFE) is a non-profit, volunteer-based organization that provides friendship and service to elderly people throughout Keweenaw, Houghton, Ontonagon, Baraga and Marquette counties.

One of the services we provide is our holiday dinners and hot meal deliveries on the holidays of Thanksgiving, Christmas and Easter. Because of the pandemic, we are planning on hot meal deliveries only (or curbside pickup) in all five counties this Easter.

We have put together an extensive plan to help ensure the safety of all our elderly friends, volunteers and staff on Easter Day and we are asking the Western Upper Peninsula Health Department to review our plan and advise us.

First of all, we are planning to prepare and deliver 1100 meals total throughout the five counties and will do these out of 9 locations. All of our sites are either licensed kitchens, or we secure a license for the day if needed. Our volunteer crews are lead by kitchen managers who have completed Serve Safe or Food safety courses and follow normal safe food handling guidelines. The meal is a traditional Easter meal with ham and all the fixings you would associate with Easter.

Volunteer Confirmations

All Volunteers will be assigned in advance and be instructed that we are following the latest guidelines of the Governor. We will instruct them on the following when confirming their volunteer help over the phone, and again at the sites on the day of.

- All Little Brothers sites will be following the latest orders in place. You will be expected to wear masks at all times, including a face shield if working in the kitchen, stay 6 feet apart from other volunteers, wash hands frequently, and if you are delivering meals the delivery will be contactless. This means you will NOT enter the elder's home.
- Please monitor your health in the weeks leading up to the holiday, if you have any cold, flu or COVID-19 symptoms during this time, call us to cancel.
- We ask you not to travel outside of the area for the 2 weeks prior to the event.
- Please avoid large gatherings for 2 weeks prior to the event.

- Is anyone in your household quarantined as a close contact to a positive outside of your home"

All volunteers will be asked to view a video prepared by Little Brothers to help educate everyone on the prevention and spread of COVID-19. The video also emphasizes the extra steps LBFE is taking in screening volunteers, food preparation and handling, and delivery of the meals to help keep our elders safe, which is our top priority.

Easter Day

Food Prep, Cooking and Packaging

Our plan will be the same at each location on Easter Day. We will have a safety team of at least 2 volunteers or staff who will enter facility first and sanitize all surfaces. The kitchen crews will arrive by 8am, be screened by the safety team by answering a series of questions and having their temperatures taken. If they do not answer the questions satisfactorily or refuse to follow guidelines, they will be asked to leave.

All volunteers working inside each site are required to have a face masks on properly (covering their nose and mouth) before entering the building and always wear their mask properly. All volunteers working in the kitchen will be required to wear a face shield over their masks.

If at ANY time, a volunteer says they cannot wear a facemask because of personal health issues, they cannot volunteer at this event!

As each site varies in size of facility, we vary the number of volunteers accordingly but are committed to keeping the number equal to or less than the maximum allowed. All volunteers and staff will follow all recommended food safety and Covid-19 safety and social distancing guidelines within each facility. They will be spread out accordingly and required to wear masks.

We will also have posters at each site listing the Governor's orders as they apply.

Food prep and packaging will all follow food safety guidelines as usual, including wearing gloves when handling food, changing gloves as needed, proper hand washing, wearing hair nets or head coverings, temping foods and logging temps as appropriate.

Each meal will be packaged into 2 aluminum containers: a large container for all hot food and a smaller container for cold sides. Rolls and desserts may be packaged individually. Each meal will also be accompanied with a flower. All items will be placed strategically in a paper bag which will then be sealed and ready for distribution.

We will have several volunteers designated to bring meals with names, addresses and directions out to vehicles waiting to deliver.

Screening Volunteers For Meal Pickup

Volunteers assigned to deliver meals will arrive between 11:30-1. They will stay in their vehicles and go through a series of screenings. 1. We will confirm their personal information as it was provided originally when registering to volunteer. 2. We will do a health screening OF ALL INDIVIDUALS IN THE VEHICLE, which includes taking their temperature and asking the below questions. 3. Once passing these initial steps the volunteer driver will be given a PPE kit and directions for contactless delivery. **AGAIN ALL PASSENGERS IN EACH VEHICLE WILL BE SCREENED.**

Screening questions:

Have you experienced any cold, flu or covid symptoms in past 2 weeks?

Have you traveled outside of the U.P in the past 2 weeks?

Have you been in any gatherings larger than 10 people in the past 2 weeks?

Have you been in contact with anyone who has tested positive in past 2 weeks?

Is anyone in your household quarantined as a close contact to a positive outside of your home"

If anyone answers yes to any of these questions they cannot volunteer at this time.

The PPE kit will be a baggie with:

- 2 plastic sealed face masks
- 2 pairs of gloves
- One bottle of at least 70% alcohol hand sanitizer
- An individual pen so that we are not passing pens from one volunteer to another
- An instruction sheet with directions on how to keep their distance and how to deliver the meal without endangering themselves or the Elder.

(Each PPE kit has been prepared in a sanitized environment with assemblers wearing masks and gloves).

Once a driver has completed the screening and received their PPE kits, they will be instructed on our procedures for safe delivery of meals. They will be told the following.

Volunteers are required to:

1. Apply hand sanitizer when you get to the elder's home
2. Put on gloves and mask and make sure to wear your mask to completely cover your mouth and your nose.
3. Volunteers should knock on the elder's door and announce themselves. The elder will be instructed in advance to confirm they are inside and able to retrieve their meal. The volunteer will leave the meal on doorstep and move away for elder to safely retrieve meal.
4. *The volunteer will be instructed not to leave meal if no one responds from inside. Should this happen the volunteer should first try knocking loudly, look for another door, and try calling the elder. If there is no communication the volunteer needs to call Little Brothers office to notify staff of a potential problem as all elders will have been called in advance to confirm they are receiving a meal and need to be there to accept it.
5. Once delivery has been made volunteer return to vehicle, take off gloves and dispose of them.
6. Can take off mask once back to your vehicle if you are traveling alone
7. Hand sanitizer once again

When you get to the next address repeat all steps and do this for every delivery!

It is crucial that volunteers wear their mask properly and maintain a minimum of at least 6 feet distance between yourself and the elder, and the delivery is a *contactless* delivery of the meal.

Volunteers will also be instructed to contact our office should they encounter any challenges delivering including lack of directions, address corrections and especially concerns regarding the elder.

Documentation of all Volunteer and Elder Involvement

When a volunteer driver has completed the screening, and received all instructions, they will be given their meals to deliver which will include the correct number of meals per household, the elder's names, addresses, phone numbers and any directions. The meals and information will be handed to the drivers in sealed paper bags by designated volunteers.

The volunteer driver's information will be documented and attached to a copy of the elder's information and kept for our records so we know who delivers to each elder. This is standard procedure for us every holiday and will be a crucial step this holiday as well.

Clean up and Sanitization of site

When all the food has been cooked and packaged, the kitchen crew will clean and sanitize all dishes, pots, pans, cooking utensils, surfaces and appliances using proper sanitizing procedures.

When all the meals are out the door, the rest of the facility will also be thoroughly cleaned and sanitized as instructed.

All extra food and supplies will be returned to Little Brothers office.