



Product Distribution During COVID

Monitoring Employee Health

To provide safe distribution of goods and services, make sure your organization's volunteers and workers refrain from working if they answer yes to any of the following questions:

Have you experienced any of the following symptoms in the past 48 hours?

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:

- Anyone who is known to have laboratory-confirmed COVID-19?
- Anyone who has any symptoms consistent with COVID-19?

Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

Are you currently waiting on the results of a COVID-19 test?

Source: <https://www.cdc.gov/screening/paper-version.pdf>

Delivery of Services

According to the CDC, COVID-19 is less commonly spread through contact with inanimate surfaces. When distributing products, your volunteers and employees should take the following precautions:

- Stay at least 6 feet away from others, whenever possible. This is very important in preventing the spread of COVID-19.
- Cover your mouth and nose with a mask when around others. This helps reduce the risk of spread both by close contact and by airborne transmission.
- Wash hands often with soap and water. If soap and water are not available, use a

- hand sanitizer that contains at least 60% alcohol.
- Avoid crowded indoor spaces and ensure indoor spaces are properly ventilated by bringing in outdoor air as much as possible. In general, being outdoors and in spaces with good ventilation reduces the risk of exposure to infectious respiratory droplets.

Consider finding ways to avoid any direct contact when distributing goods and require clients wear a mask during transactions. Some options include:

- Have owners fill out as much paperwork online or over the phone prior to transactions
- Distribute goods outdoors
- Limit number of people allowed in indoor facilities
- Schedule pick-up times when possible
- Offer drive thru services
 - Ask owners to open their trunk and place items in the trunk for them
- Offer deliveries
 - Deliver goods to clients' doors and text when the delivery has been done
 - Disinfect packages left at people's doorstep
- If any payments are received, provide transactions online