

Health and Safety Procedures

(last updated: March 30, 2020)

1. General to all Volunteers:
 - a. Only volunteers who have:
 - not traveled recently,
 - have not experienced flu-like symptoms, and
 - have not been asked to self-isolate will be participating in the on-the-ground labour of this initiative.
 - b. Volunteers who fit any of the previous criteria will, at most, provide technical support online or over the phone.
 - c. For the most up-to-date health recommendations, please go to:
<https://santemontreal.qc.ca/en/public/coronavirus-covid-19/>
2. Drive-Safe Drivers and other Couriers:
 - a. Drive-Safe drivers and other Couriers will be provided a “kit” of spray disinfectant or wipes, and at least one pair of gloves for handling drop off materials.
 - b. We ask that all couriers take steps to make sure their own vehicles are cleaned and disinfected to the best of their ability before disseminating any materials each day they participate.
 - c. If a Courier later needs to self-isolate, we ask that they let the dispatch know as soon as possible so they can be removed from the roster.
 - d. To ensure they do not put others at high risk while dropping off supplies/orders Drivers and other couriers must undertake the following procedures:
 - i. First, they must only take supplies that have been checked through the dissemination point or, in the case of premade meals from Midnight Kitchen, are ready for delivery. They should not take supplies for donation before they have been processed nor attempt other deliveries or rides while disseminating materials.
 - ii. Second, they should wear gloves when handling all containers.
 - iii. Third, when dropping off materials, they should wear their gloves to leave the boxes at the door, disinfect any surfaces if they feel appropriate during drop off, and either knock or ring the doorbell of the place for drop-off.
 - iv. Fourth, they should leave the materials at the door; we ask that drivers not wait for the door to open or directly hand materials to the occupant/recipient. It is important that drive-safe drivers and couriers do not interact in person with recipients as to support and respect recipient's efforts to self-isolate.
 - v. Lastly, drivers should confirm order drop-off time with an online coordinator who will inform the recipient that drop off has been completed.
 - e. Furthermore, Drivers and other couriers will be provided a “kit” of non-reusable gloves & disinfecting wipes/spray to wipe down the steering wheel and the food

container after delivery if they do not have their own supply already. They must confirm they have adequate supplies in their “kit” and if/when they are depleted, must inform a designated volunteer at the distribution centre for a refill of their kit.

3. Volunteers at Dissemination Point/Center

- a. The base location will be disinfected twice a day when in use (once at the beginning and once at the end of the shift). All boxes/containers received will be handled with gloves and when applicable disinfected (not cardboard) before either being repacked by order for delivery or given to a Driver or other courier.
- b. Volunteers who receive materials at the drop-off and dissemination point (main location at 515 Avenue Du Pins O) will be provided disinfectant and gloves at the beginning of each day and asked to return the supplies when they are done with their shift/volunteering for that day.
- c. If a volunteer later needs to self isolate, we ask that they let the location coordinator/online support know (if they are participating through Drive-Safe) as soon as possible and they will be removed from the roster.
- d. Materials donated for distribution will need to be inspected by volunteers to make sure that they are not compromised (ie, no broken seals or repackage materials) before they are disinfected to the best of our ability either using wipes or light disinfectant sprays (procedures based on material type will be provided to volunteers). To simplify deliveries, inspected materials will be allocated to specific orders which will be packed in disinfected containers with labels (order number and address) and then given to drive-safe drivers or other courier.

4. Volunteers for Prepared Meals (Midnight Kitchen)

- a. For the health and safety procedures at the 137 Saint Ferdinand location (prepared meals) please contact [Midnight Kitchen](#).