



**Aurora Food Pantry
Response to Infectious Disease Outbreak
March 2, 2020**

Background

A limited number of infectious diseases could impact on the Aurora Food Pantry (the Pantry) and require us to change our routines. Some of those changes will result from Board of Directors' direction and some may be directed by the York Region Public Health Unit.

The following is the Pantry's plan and will be modified as necessary to comply with public health or other governmental direction.

Goals

- To contribute to the safety of staff, clients and volunteers during an outbreak
- To ensure the Pantry is able to provide service during an outbreak
- To support the community-wide response to an outbreak

Expectations

(i) Staff

- Will advise the Board if unwell and assist with alternate arrangements
- Will comply with Pantry Outbreak Plan
- Will develop mechanisms as needed to allow for compliance with the Plan
- Will alert the Board of direction received from the Public Health Unit or other government sources

(ii) Volunteers

- Will not volunteer if experiencing any symptoms of the disease outbreak
- Will comply with the Pantry Outbreak Plan
- Will alert staff to any issues resulting from implementation of the Outbreak Plan

(iii) Clients

- Will not visit the Pantry if experiencing any symptoms of the disease. May provide someone else with a note to allow that person to shop for the ill client
- Will comply with the Pantry Outbreak Plan

(iv) Board

- Will comply with personal expectations of volunteers
- Will approve movement from one activity level to another—both more and less restrictive

Personal Protection (dependent on level of outbreak)

- Hand sanitizer will be available to all at the entrance to the Pantry (all levels)
- Disposable gloves will be available to all staff and volunteers (Level 2)
- Masks will *not* be provided to staff, volunteers or clients unless the Pantry is directed to do so by the Public Health Unit
- Staff, clients and volunteers will stay a minimum of one metre from each other (all levels)
- Clients will be asked not to bring children to the Pantry for everybody's protection (Level 2, Level 3)

OUTBREAK ACTIVITY LEVEL	ENVIRONMENTAL CLEANING	HAND SANITIZATION ¹	FOOD HANDLING	SERVICE LEVEL
No Outbreak	<ul style="list-style-type: none"> Standard cleaning 	<ul style="list-style-type: none"> Hand sanitizer encouraged for all available throughout Pantry 	Compliance with Food Handling Guidelines	Routine use of waiting area and food selection
LEVEL 1 Public Health Unit (PHU)-Directed Heightened Vigilance	<ul style="list-style-type: none"> Standard cleaning 	<ul style="list-style-type: none"> Hand sanitizer to be used by all (staff, clients, volunteers) on entering Pantry 	Compliance with Food Handling Guidelines	Supplement number of servers to lower wait times
LEVEL 2 PHU-Directed Avoidance of Large Gatherings	<ul style="list-style-type: none"> Supplement environmental cleaning of high activity surfaces/areas 	<ul style="list-style-type: none"> Hand sanitizer to be used by all (staff, clients, volunteers) on entering Pantry Volunteers to wear disposable gloves 	Discontinue decanting of foods (flour, teas, coffee, etc.)	<ul style="list-style-type: none"> Provide number to client who waits in car until served Clients without car to wait 2 metres apart Clients will point out selected food item and volunteer will take from shelf

<p>LEVEL 3 Outbreak Declared by PHU</p>	<ul style="list-style-type: none"> • Supplement environmental cleaning of high activity surfaces/areas 	<ul style="list-style-type: none"> • Hand sanitizer to be used by all (staff, clients, volunteers) on entering Pantry • Volunteers to wear disposable gloves 	<p>Discontinue decanting of foods (flour, teas, coffee, etc)</p>	<ul style="list-style-type: none"> • Clients met at door for registration • Clients wait in car • Provided pre-filled boxes of food • Volunteers pre-fill boxes in anticipation of Pantry being open • On-call back-up system in place should staff be ill • Home delivery as possible for those ill with infectious disease • CLOSE PANTRY as required
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¹Historically, some religious groups and individuals have been reluctant to use hand sanitizer due to alcohol content. Information available that application of alcohol-based sanitizer is accepted by religious leadership.