



6611 Jefferson Street (rear side of the building)
Haymarket, VA 20168
haymarketfoodpantry.org
facebook.com/haymarketfoodpantry

Haymarket Regional Food Pantry - Planning for COVID-19 (Coronavirus)

March 14, 2020

In response to the COVID-19 (also known as “Coronavirus”), the Haymarket Regional Food Pantry (HRFP) is announcing its plans for the upcoming week to ensure the safety and health of our clients, volunteers, and suppliers involved with our organization in our efforts of giving H.O.P.E. and Helping Other People Eat.

Our goal is to remain open as long as it is safe for our clients and volunteers. We take great pride in maintaining the highest standards of cleanliness and hygiene. To that end, the following measures will be implemented immediately, and will be enforced until further notice:

- We have increased the cleaning of public and volunteer areas and frequently touched surfaces.
- All visitors to the food pantry will be expected to follow the CDC guidelines and practice good hygiene:
 - Stop handshaking and use other methods of greeting.
 - Clean hands at the door.
 - Avoid touching your face and cover coughs, sneezes.
 - Practice social distancing—stay 3’-6’ away from another person.
- Additionally, all volunteers will be required to
 - Wash hands every 30 minutes during their shift at the food pantry.
 - Disinfect surfaces, tables, door handles for entry/exit, interior doors, refrigerators, freezers, keyboard, mouse, light switches, handrails, etc.
- People dropping off food donations will not be allowed inside. Please ring the doorbell and a volunteer will greet you to bring in your donation.
- Anyone who feels ill or is exhibiting any symptoms of illness is encouraged to stay home.
 - Volunteers unable to work their scheduled shifts are encouraged to contact our volunteer coordinator – Laura Smith.
 - Anyone presenting with virus-like symptoms will be denied access into our facility. Clients in need of food will be asked to stay in their vehicle, and food will be brought to them.

With these procedures in place, we will remain open at least through Tuesday March 17 to receive donations, manage our inventory, and distribute food to those in need of assistance. A detailed short-term schedule is below, and we will readdress the schedule early next week. Given the many schools and businesses closing, the need to support those who are food insecure in our community is only increasing. For this reason, we have decided to part from standard policy of following Prince William County Schools weather related closings.

	Food Distribution	Receive Donations
Friday, March 13	Closed	Open 10 am - 12 pm Volunteers report as scheduled to the food pantry to receive and stock food donations
Saturday, March 14	Open 9 am - 12 pm Volunteers will restrict the number of clients inside the building to ensure enough distance between individuals.	<i>9-12 - Limited</i> Donors will not be allowed inside.
Sunday, March 15	Closed	Closed Any non-perishable donations may be left in the designated bins to the right of the door.
Monday, March 16	Closed	Open 10 am - 12 pm Volunteers report as scheduled to the food pantry to receive and stock food donations
Tuesday, March 17	Open 6 pm - 8 pm Volunteers will restrict the number of clients inside the building to ensure enough distance between individuals.	Open 10 am - 12 pm Volunteers report as scheduled to the food pantry to receive and stock food donations

Due to the ever-changing information, we will continue to monitor the situation and adjust as necessary. Updates or changes to this schedule and future dates will be announced on our website and Facebook page, as well as via email to our donors and volunteers. We thank you for your patience and support during this time.