



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



COVID-19 Considerations for Distribution of Emergency Meals and Educational Materials/Supplies

Below are recommendations to ensure the health and safety of staff and the public in the distribution of meals and educational materials/supplies during the COVID-19 outbreak. It is important to note that each school district and local health department or health district may have different or additional requirements, instructions, guidance and recommendations for staff involved in the district's operations.

This guidance is not intended to supersede policies from local authorities.

All staff involved in the preparation, handling, distribution or delivery of food and educational materials/supplies and cleaning of frequently used areas and surfaces must:

- Reinforce sanitation, food safety, and food handling principles, regulations and training.
- Avoid touching eyes, nose, and mouth at all times. Wash hands or use sanitizer that contains at least 60% alcohol after touching face.
- Cough or sneeze into a tissue or into elbow. Dispose of tissues in a lined wastebasket. Wash hands after coughing or sneezing.
- Wash hands frequently. Wash hands for at least 20 seconds with soap and warm running water.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Stay home if feeling ill and report any illnesses to supervisors.
- Wear gloves for all tasks. Change gloves frequently, between tasks and/or if they are possibly contaminated (e.g., someone sneezes).
- Wipe down all touched surfaces (pens and pencils, pin pads, clip boards, oven and steamtable knobs, refrigerators, milk coolers, tables, counters, etc.) with sanitizer solution often, at set up, during take down, and when any possible contamination occurs (e.g., someone sneezes).
- Wipe down high-touch office areas and items with sanitizer solution often (door handles, phones, keyboards, mouse/mouse pads, light switches, etc.).
- Try to limit doorknob usage. Have paper towels adjacent to doors to use for opening. If gloves are used to open a doorknob, discard, wash hands and replace gloves.
- Limit touching cell phones and remove gloves before touching cell phones. After putting cell phones away, wash hands and replace gloves.

COVID-19 Symptom Self-monitoring:

- If an employee has had a fever with cough or shortness of breath, whether or not they have been diagnosed with COVID-19, the employee should stay home and away from others until 72 hours after the fever is gone, symptoms are improving, and it has been at least 7 days after symptoms started.
- If an employee has been identified as a close contact or household contact of a person with confirmed COVID-19, it is recommended the employee stay home for 14 days after the last exposure.

Food and Educational Materials/Supplies Distribution Protocols:

- Maintain a minimum distance of 6 feet between people, including staff.
- Enforce strict protocols that recipients line up at least 6 feet apart to receive meals or educational materials/supplies.
- Security or crowd management staff should make announcements throughout the process to reiterate the importance of social distancing protocols.
- Avoid touching anyone when handing out food and educational materials/supplies (no handshakes, high-fives, elbow touches, hugs, etc.). If accidental contact is made, wash hands and replace gloves before returning to distribution.
- Hand food or materials/supplies to recipients at arms-length or place on tables for recipients to take.
- Do not lean into car windows to distribute food or materials/supplies.
- Restrict recipients from handling any items (such as milk cartons, meal kits, educational packets, or electronic devices) they will not be taking.
- All delivery vehicles should have gloves, tissues/Kleenex, disinfectant, wipes, and bags or wastebaskets for safe disposal of all items.
- If appropriate, serving tables should have boxes of gloves, hand sanitizer, disinfectant and wipes, probe thermometers, thermometer probe sanitizing wipes, production record/temperature logs, etc., and bags or wastebaskets for safe disposal of all items.