



FOODCYCLE CORONAVIRUS RESPONSE

FOOD BAGGING GUIDANCE

BEFORE VOLUNTEERING ASK YOURSELF

Do any of the following apply to you or someone in your household?

- **have a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **have a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **have loss or change to my sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

- I am aged over 70
- I am an adult with an underlying health condition
 - Respiratory diseases – such as asthma or chronic obstructive pulmonary disease
 - Heart disease – such as heart failure
 - Kidney disease
 - Liver disease – such as hepatitis
 - Neurological conditions – such as Parkinson's disease, motor neurone disease, multiple sclerosis, a learning disability, or cerebral palsy
 - Diabetes
 - Problems with your spleen – such as sickle cell disease, or your spleen has been removed
 - Weakened immune system – resulting from conditions such as HIV, or medicines such as steroid tablets or chemotherapy
 - Seriously overweight (body mass index of 40+)
 - Clinical conditions that put you at higher risk of severe illness¹
- I am pregnant

If Yes to any of the above, please do not volunteer and follow the guidance on NHS website

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

¹ These clinical conditions include: having received an organ transplant & on immunosuppression medication; have cancer and on active chemotherapy or radiotherapy; being treated for a cancer of the blood or bone marrow; have severe chest conditions such as cystic fibrosis or severe asthma; severe diseases of body systems, such as severe kidney disease needing dialysis

REMEMBER DURING ALL VOLUNTEERING WITH FOODCYCLE TO

- **wash your hands more often** - with soap and water for at least 20 seconds, or use a hand sanitiser when you: get home or start volunteering; blow your nose, sneeze or cough; eat or handle food
- **avoid touching your eyes, nose, and mouth** with unwashed hands
- **avoid close contact** with people who have symptoms
- **cover your cough or sneeze with a tissue**, then throw the tissue in a bin and wash your hands
- **clean and disinfect** frequently touched objects and e.g. steering wheels and food crates
- **wash your hands fully** before and after each interaction, or use a hand sanitiser if this is not possible
- **if possible, wear face coverings in enclosed public spaces** where social distancing is not possible or where you are more likely to meet people you do not normally meet. For example, on public transport or in some shops. Face coverings can help us protect each other and reduce the spread of the disease if you are suffering from coronavirus, but not showing symptoms.

If you need more hand sanitiser or anti-bac wipes please get in touch with your
Regional Manager

BAGGING PROCESS

There should **never** be volunteers bagging items and not be keeping two metres apart in the building at any given time.

1. Receive an email in the morning from FoodCycle HQ, indicating how many bags will need to be made up for delivery.
2. When entering and exiting the building please wash or sanitise your hands.
3. You will receive the food from a surplus food collection volunteer. The volunteer should place all food on a table and stay 2 metres away from all volunteers in the building.
4. Use antibac wipes on handles of food crates before picking up and sorting the food. Ensure that you and the other volunteer stay two meters apart at all times – utilise tables to create distance.
5. Weigh the food and record this for weekly report.
6. Ensure that food is distributed evenly amongst the bags, e.g. separate bunches of bananas to ensure that everyone gets fresh produce along with tinned goods.
7. Leave bagged items on the table for delivery volunteer to collect.
8. Before leaving, sanitise all surfaces that have been in use, along with door handles.
9. Complete weekly report, selecting report type 'food delivery' and stating number of takeaway bags produced and recording weight of food recieved.



FoodCycle Project Report



Project Site ▾ FoodCycle Cambridge

Report Type ▾ Food Delivery

Date of Activity ▾

Number of meals given as takeaway
Whole numbers only

Surplus Food (kg)
Whole numbers only

Number of Deliveries Unsuccessful
Did you have any deliveries that you were unable to make?

Did any incidents occur at the event ▾ Select One

Describe any incidents

What's provided to me for deliveries?

- ✓ Hand sanitiser
- ✓ Antibac wipes
- ✓ Support from Regional Managers

Safeguarding statement

Safeguarding is Everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment.

