**SOUTH PLAINS FOOD BANK HEALTH AND SAFETY POLICY 6/29/20**

Pursuant to the City of Lubbock’s 11th Declaration of Disaster,

16) All commercial entities in the City of Lubbock providing goods or services directly to the public must develop and implement a health and safety policy (“Health and Safety Policy”). The Health and Safety Policy must require, at a minimum, that all employees wear face coverings when in an area or performing an activity which will necessarily involve close contact or proximity to co-workers or the public where six feet of separation is not feasible.

• Hand sanitizer stations should be placed near every entrance (touchless preferred).

• Face coverings are strongly recommended for all employees and for all customers entering any business. As of 6/29/20 amended to read: All businesses in the City of Lubbock must implement a health and safety policy that must require that all employees wear facial coverings when in an area where social distancing of at least six feet is not feasible.

• At-risk persons should stay at home as much as possible.

• Signage and notifications to customers should strongly recommend at-risk populations take extra precautions to protect themselves from contracting COVID-19.

• Practice 6-foot social distancing protocols throughout the business, for customers and employees.

• All employees should be trained on appropriate cleaning and disinfection protocols, hand hygiene, and respiratory etiquette.

• Employees (including volunteers) should use hand sanitizer or wash their hands upon entering their place of work. It is strongly recommended employees use hand sanitizer or wash their hands between customers.

• Forehead temperature scan and health survey of all employees (including volunteers) should be taken prior to every shift. Employees and volunteers who answer affirmatively to any questions on the health survey, or who have a temperature in excess of 100 degrees Fahrenheit, should be sent home.

• Frequently used work areas and touch points should be cleaned and sanitized in 30-minute intervals.

• Required signage, directional/distance markings on floors, employee sanitation guidelines etc. should be clearly posted.

• Businesses should take affirmative steps to comply with all public health regulations, sanitation guidelines and codes applicable to your industry.

**SPFB Face Mask Requirements:**

* All warehouse and Kitchen drivers MUST wear a face mask when delivering and/or picking up.
* Agency/Social Services staff MUST wear a face mask when dealing with clients and/or distributing food boxes
* Dock staff and volunteers MUST wear a mask when distributing food boxes and dealing with clients.
* **ALL STAFF AND VOLUNTEERS MUST wear a face mask when unable to social distance (6-feet).**