

How Open Table is working to minimize potential exposure to COVID-19 for our Guests, Volunteers and Staff

Actively monitoring the situation

- Continue to collaborate with local health officials in Maynard and surrounding towns to actively monitor changes in community spread and to receive local guidance.
- Regularly review guidelines established and updated by the Centers for Disease Control.(CDC)
- Hold frequent and regular Staff meetings to plan and assess operational changes in response to the evolving situation.
- Have a procedure to follow if a person with confirmed exposure has been in our facility.

Intensifying Cleaning and Sanitation Efforts

- Facility is being professionally cleaned before every operating day.
- Disinfecting spray, wipes, and cleaners are available throughout the building
- Pantry surfaces are sanitized before and after volunteer shifts (every 2 hours)
- Carts are wiped frequently during pantry distribution shifts.
- Bathrooms are monitored for cleanliness and disinfected during the day.

Reinforcing healthy hygiene practices for Volunteers and Staff.

- Require all volunteers and staff to wear disposable gloves, change them frequently, wash their hands and use sanitizer
- Require all volunteers and staff to use facemasks
- Signs are posted prohibiting entry to anyone who may have been exposed to COVID-19 or are feeling ill.
- Recommend that any volunteer deemed high-risk such as older adults and people of any age who have serious underlying medical conditions, to take a temporary leave of absence from working onsite.

Implementing Social Distancing Strategies

- Cancel all community dinners and lunch until further notice
- Distribute food and groceries through a fresh-air drive-thru pantry
- Establish distribution procedures that limit or eliminate close contact between guests and volunteers
- Reduce number of volunteers working on-site at a time
- Increase the space for volunteers to work including separated individually manned pick and pack stations.
- Cancel food drives at the Everett Street Concord location. Food donations are still accepted at drop-off bins at Crosby's, Whole Foods, Everett St Concord and 33 Main St Maynard.

- Partner with other agencies and groups (including COA, VA, Neighbor Brigade) to provide door-to-door delivery for guests who are homebound.
- Initiate mobile programs to enable pick up outside of Maynard. Currently Hudson.