



Date: February 2024

Re: Friends In Need Food Drive Health & Safety Protocol

This protocol has been designed to ensure the safety and quality of donated food items, protect staff, volunteers, and participants, and comply with provincial health and safety regulations. It applies to all food drive activities organized by or for the Friends In Need Food Bank, including collection, storage, and distribution of food items.

Pre-Event Preparation

All volunteers should undergo a brief training session on food safety, personal hygiene, and COVID-19 protocols (if applicable). This includes proper handwashing techniques, the use of gloves and masks, and the correct handling of food items.

Volunteers must complete a health screening questionnaire 24 hours before participating in the food drive, confirming they do not have symptoms related to COVID-19 or other communicable diseases.

Volunteers are required to wear gloves at all times during the event and masks when required by Fraser Health guidelines.

Hand sanitizer should be readily available and used frequently.

Check www.friendsneedfood.com/news&events for up to date information on our Most Wanted Items and communicate this to your potential donors if you are able.

During the Food Drive

Volunteers should minimize handling food donations. Encourage donors to place their donations directly into collection bins. If handling is necessary, volunteers should use gloves and change them regularly, especially after touching potentially contaminated foods or surfaces.

Check expiration dates on donated items and ensure that no perishable goods are accepted unless there is a way to store them appropriately during the collection. Damaged packages or cans should not be accepted.

Where possible, separate allergens; store food items containing common allergens (e.g., nuts, gluten, dairy) separately from other food donations to prevent cross-contamination.

Regularly clean and sanitize all surfaces, collection bins, and hands. Use a Health Canada approved disinfectant for cleaning.

Post-Event

Properly dispose of gloves, masks, and any other single-use PPE in a garbage bin immediately after use. Do not reuse single-use PPE.

If a volunteer becomes ill during or after the event, they must report this to the event organizers immediately for contact tracing purposes.

If you are storing food prior to delivery at the Friends In Need Food Bank warehouse make sure it is stored in a clean, dry, and cool environment to prevent spoilage. Ensure perishable items are refrigerated promptly.

General Safety Measures

All volunteers should be briefed on emergency procedures, including who to contact in case of an accident or health emergency.

Have a first aid kit accessible at the location of the food drive and ensure that at least one volunteer on-site is trained in basic first aid.

Keep up to date with any changes in public health guidelines or regulations that may affect the food drive.

By adhering to these health and safety protocols, volunteers can ensure a successful and safe food drive that benefits the Friends In Need Food Bank and supports our community.

Food Safety Disclaimer

The Friends In Need Food Bank complies with all relevant BC regulations and health and safety guidelines. This includes adhering to the BCCDC Guidelines for Food Distribution Organizations, FBCC Safe Food Distribution in BC, FBC Safe Food Handling Standards, Food and Drugs Act (FDA) and Safe Food for Canadians Act (SFCA).

The Friends In Need Food Bank and its volunteers take utmost care to ensure the safety and quality of all donated food items. However, the Food Bank cannot guarantee the absence of allergens or that food items have not been tampered with prior to donation. Recipients are advised to inspect all food items for safety and dietary compliance before consumption.

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