



## **GUAM UNITED METHODIST CHURCH**

Physical location: Route 15 @ Fadian Point Road, Mangilao, Guam  
Mailing Address: P.O. Box 20279, Barrigada, GU 96921 USA

### Plan, Guidelines & Process for Volunteers, Food Preparation, Distribution Feeding the Homeless & Drive-Thru Food Distribution Programs

One of two outreach/mission focuses of Guam United Methodist is to provide and distribute meals once a month for those who are less fortunate, who are homeless and hungry. Prepping and cooking all meals will be done at Guam UMC fellowship hall and kitchen. We will prepack all food/meals before distribution and follow all COVID19 safety and health guidelines.

There will be no eating on the church premises at this time. Instead, meals will be delivered and distributed to various locations throughout the island, which are occupied by homeless folks. It is critical for all church members, who will volunteer their time and service in this capacity, to adhere to the following guidelines to protect yourself, other church members, those receiving the meals and the community at large.

#### **GENERAL GUIDELINES FOR ALL GUMC PROGRAMS – CHURCH MEMBERS WILL BE ASKED NOT TO VOLUNTEER IF THEY:**

- Have experienced symptoms that could be related to COVID-19 within 14 days prior to feeding dates.
- Been around anyone who has COVID-19 within 14 days prior to feeding dates.
- Traveled to any foreign country within 14 days prior to feeding dates.
- Been on a cruise or been in an airport within 14 days prior to feeding dates.
- Been to an event where more than 50 people were in attendance within 14 days prior to feeding dates.

#### **Volunteers**

1. Volunteers must always wear their mask and food-grade gloves when preparing, cooking, and packing food at Guam UMC kitchen and fellowship hall.
2. Volunteers must avoid physical contact with others and always maintain a social distance of 6 feet.
3. Volunteers will maintain clean and sanitized work surfaces as needed.
4. Volunteers must wash hands often.

5. Volunteers will be reminded to avoid touching eyes, nose, and mouth.

**FACILITY SAFETY:**

1. There are signs regarding best safety practices posted at the entrance to the building, fellowship hall, and restrooms.

2. We have deep cleaned our facility by cleaning and sanitizing all hard surfaces after each use and do deep cleaning weekly.

**HEALTH AND PERSONAL HYGIENE**

1. We have enough face coverings and gloves for volunteers.

2. We have enough hand sanitizer/hand soap for volunteers.

3. We use non-touch thermometers and screening signs, and brief questions will be asked once volunteers arrive.

**SCREENING AND CHECKING- IN PROCESS FOR VOLUNTEERS:**

1. Volunteers must wash/sanitize their hands when arriving at church.

2. Volunteers must sign-in their name and contact information for contact-tracing in the event someone contracts the virus.

3. There will be temperature check as volunteers come in.

4. Volunteers will be trained on COVID-19 health and safety guidelines.

5. All volunteers must sign the "***Volunteer Application and Waiver.***" (Please see attachment)

7. If a volunteer test positive for COVID-19, the "***Volunteer Application and Waiver***" form as well as the volunteer sign-in sheet will be used to assist the Department of Public Health in doing contact tracing. Other volunteers will be notified so that they can seek testing, which is readily available at this time, should they desire. GUMC's feeding outreach program, as well as any church related services or meetings normally held in the church building, will be temporarily stopped until it is determined if other attendees test positive.

**FOOD PREPACKAGING**

1. All food for distribution in Feeding the Homeless Program will be prepackaged in Guam UMC's kitchen and fellowship hall.



2. Food will be packed into covered plates and bowls w/lids.



3. Prepackaged plastic utensils will be given along with meals to homeless folks.

**FOR DISTRIBUTION/DELIVERY- FEEDING THE HOMELESS PROGRAM:**

1. Volunteers will use their own vehicles and no carpooling if volunteers are not from the same household.

2. Volunteers will find a common distribution point/area and place prepacked meals on beach table or bench. If there are many coming to receive food, they will be asked to form a line. They will be reminded to maintain 6ft social physical distancing.

3. For volunteers who are giving meals, they also will maintain social distancing and only move close enough to move to hand out the food plate/bowls to recipients.

4. Volunteers will use gloves all times, and wash hands frequently.

**GUAM UNITED METHODIST CHURCH FOOD PANTRY**  
**Plan, Guidelines & Process for**  
**Volunteers and Farmers to Families Food Box Program**  
**Drive-thru Distribution with Recipient On-site**

The second outreach/mission focus of Guam United Methodist Church is being a participating food distributor. Guam UMC has been selected to be a participating distributor of commodity food boxes on Guam under the U.S. Department of Agriculture's (USDA) national food assistance program. **The Farmers to Families Food Box** program provides support to farmers and ranchers by distributing fresh produce, meat, and cheese products to those in need of assistance due to the COVID-19 global pandemic.

Food distribution location is located at the GUMC parking lot and serves as a location where our congregants can pick up food boxes for their families. The Farmers to Families Food Program Coordinator in Guam, Michael Limtico, and crew will deliver all food boxes and set up 2 x 40' reefers and generator in GUMC parking lot the night before (Friday Feb. 29) distribution day (Saturday, Feb. 20). Vice-Mayor of Mangilao village said that they will assist with patrolling traffic. Also, all church volunteers will be present both on Friday, Feb 19 to help with the set up as well as distribute the food boxes to recipients on Saturday, February 20, 2021.

All volunteers and Partner Agency Staff must enforce guidelines and ensure that social distancing is always being maintained. All mentioned guidelines for food distribution on previous pages will apply with the drive-thru food pick-up program.

**SIGNS WILL BE POSTED TO:**

- To direct vehicles where to enter and where to exit
- To remind recipients to open their trunk prior to entering the property.
- To remind recipients to always stay in their vehicles.
- Have ID ready

**All Volunteers**

1. Volunteers will create boxes/ bags of food with product before recipients arrive.
2. Volunteers must wash/sanitize hands following CDC protocols after arriving, before participating and before putting on gloves.
3. Volunteers must wear food-grade gloves while packing boxes/ bags. Volunteers should always wear food grade gloves.
4. Hands should be washed every time gloves are changed.

**PROCESS FOR DRIVE-THRU:**

1. As recipients drive-thru, they stop, automatically open their trunk.
2. The volunteer will place the food box in the trunk. Recipient drives to exit the church parking lot.
2. A table will be set up about 10 feet away from the main area. If driver can not automatically open the trunk, they will be asked to drive up to the table.
3. A volunteer will place the food box on the table and walk away.
4. The driver is not to exit the vehicle until the volunteer has left and is 6 feet away.
5. When the volunteer is 6 feet away, the driver will be allowed to exit their car to put the food box into the car themselves.
6. All volunteers must practice social distancing from others while working, staying 6 feet apart and not congregating in groups of more than ten.
7. Volunteers will follow protocol for changing gloves and thoroughly washing hands according to CDC best practices.

For more details, please see attachment:

***“Guam UMC Policies & Procedures 2021.”***

Respectfully Submitted,

Pastor Ana Koli-Hungalu,  
Guam United Methodist Church

Jun Camat,  
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Date: February 10, 2021