**A Checklist for Outreach Ministries**

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| **Food security ministries to vulnerable populations continue to be permitted** |  |  |
| **Physical distancing:** engineer your space to ensure everyone can stay 2 metres (6 feet) apart at all times, and that the room does not become crowded.  You may choose to offer food on a takeaway basis, but if you have an established drop-in programme and feel confident in maintaining physical distancing and mask-wearing, you may allow guests to eat indoors. |  |  |
| **Ventilation:** Indoor air quality is very important in preventing the spread of COVID-19. Consider leaving doors and windows open as much as possible. You may wish to invest in portable air purifiers designed for large rooms; or, if your parish has the financial resources and a relatively modern HVAC system, you may be able to upgrade the whole system with HEPA filters. A portable CO2 monitor can be used to give you some idea of the quality of your indoor air (you should strive to keep CO2 concentration below 700 if possible).  The American Society of Heating and Air-Conditioning Engineers (ASHRAE) has published guidelines for the control of airborne infectious aerosol exposures and recommendations for communities of faith building. These are excellent guidelines that offer a clear approach to reducing the risk of infectious exposure for building occupants.  [https://www.ashrae.org/about/news/2021/ashrae-epidemic-task-force-releases-core-recommendations-for-reducing-airborne-infectious-aerosol-exposure-and-communities-of-faith-building-guidance](https://linkprotect.cudasvc.com/url?a=https%3A%2F%2Fwww.ashrae.org%2Fabout%2Fnews%2F2021%2Fashrae-epidemic-task-force-releases-core-recommendations-for-reducing-airborne-infectious-aerosol-exposure-and-communities-of-faith-building-guidance&c=E,1,HNJeERUY6O_IcuyTv-wvdtgxvKoONIcNRgViOCHwvqOvwtnxJLwxsV4pXlY3tzS4aX9rVClJ6pir5gakz-c2RJOe8NrEKvLOd4ah1NK5I88qmXmvMhQ8_Q,,&typo=1) |  |  |
| **Screening of Staff/Volunteers**: All staff, volunteers, and visitors entering and/or working in homelessness services settings should be actively screened before every shift, prior to entering the site. Staff and volunteers are asked to assess themselves before they travel to work, in order to minimize the risk of exposure to COVID-19 and to support everyone's health and safety.  [Screening tool for staff and volunteers](https://www.toronto.ca/wp-content/uploads/2021/04/9680-Covid-Screening-FormStaff-and-VisitorApril-8-2021.pdf)  **Contact Tracing:** Take attendance daily and ensure that all staff and volunteers or essential visitors have provided information for contact tracing if needed. For reasons of privacy, contact logs must be securely stored for a period of three (3) years.  [New Contact Tracing Logbook](https://www.toronto.anglican.ca/updated-contact-tracing-logbook/) |  |  |
| **Screening/Contact Tracing of Guests:** Guests may be screened on arrival, whether formally or informally[,](https://www.toronto.anglican.ca/screening-questionnaire-v2/) for COVID-19 symptoms or recent close contact.  [Screening tool for guests](https://www.toronto.ca/wp-content/uploads/2021/04/8ee8-COVID-19-Screening-FormClient-Homelessness-SettingsApril-8-2021.pdf)  While conducting the screening, try to maintain a distance of 2 metres between yourself and the client. The screener may also be the appropriate person to offer hand sanitizer to anyone entering the space.  It may be helpful to collect contact information of guests, but service should not be restricted or denied if people are unable or unwilling to provide this information. |  |  |
| **If a guest is symptomatic** or has had recent close contact with a case of COVID-19:   * Ask them to sanitize their hands and to wear a mask. * Encourage the guest to isolate themselves from others (at least 2 m apart), or, preferably and if at all possible, to receive food on a takeaway basis.   • Encourage the guest to seek medical attention and/or  testing. |  |  |
| **Hand Hygiene:** Teach everyone effective hand washing and use of hand sanitizer; this is important for preventing the transmission of many infections, not only COVID-19. Post handwashing and hand sanitizer instructions where they are easily visible. Make hand sanitizer and appropriate signage easily available .  [Handwashing poster](https://www.toronto.ca/wp-content/uploads/2017/11/9975-tph-handwashing_poster_eng_Dec_2012_aoda.pdf)  [Hand sanitizing poster](https://www.toronto.ca/wp-content/uploads/2017/11/9984-tph-handsanitizing_poster_eng_Dec_2012_aoda.pdf) |  |  |
| **Cough Hygiene:** Teach everyone proper cough hygiene. Post cough hygiene instructions where they are easily visible. Make appropriate signage available at all entry points.  [Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07431249069)  [COVID-19: Protect Yourself – Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07435ebb23d) |  |  |
| **Masks and other PPE:** All volunteers and staff working inside should wear high-quality, snugly-fitting masks (we recommend ASTM Level 2 or 3 surgical masks at least, preferably KN95 or N95 respirator masks).  Guests should always be offered good quality masks, but it must be understood that many will wear poor-quality face coverings (scarves etc) and may not be able to wear masks properly in a consistent way, or need frequent reminders. This increases the importance of high-quality masks for staff and volunteers.  Staff who may be in very close physical contact with guests (offering medical care, etc) may wish to wear gowns.  Greeters, and others who have substantial face to face contact, may wish to wear face shields or goggles in addition to masks. A FACE SHIELD CANNOT BE A SUBSTITUTE FOR A MASK. |  |  |
| **Food preparation:** Food preparation in the parish kitchen is permitted, if staff/volunteers are physically distanced, wearing masks, and exercising good hand hygiene and food safety practices. Be mindful of safe food handling practices when accepting food donations and preparing food for distribution.  [Danger Zone food safety poster](https://www.york.ca/wps/wcm/connect/yorkpublic/7eb8ba23-61a6-4de1-9bd7-d13c1e6fe7db/Food+Safety+Danger+Zone+sign.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE.Z18_29D41BG0PGOC70QQGGJK4I0004-7eb8ba23-61a6-4de1-9bd7-d13c1e6fe7db-mLVVvyk)  [Food Safety for Food Donations](https://www.york.ca/wps/wcm/connect/yorkpublic/51522452-d687-4b03-8eb2-63485d536bf4/Safe+Food+Donation+Supplemental.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE.Z18_29D41BG0PGOC70QQGGJK4I0004-51522452-d687-4b03-8eb2-63485d536bf4-n6nwMau) |  |  |
| **Food consumption:** If food is to be eaten on site, ensure that guests have the opportunity to wash or sanitize their hands immediately before eating. Of course, it is important to abide by safe food service standards as usual. |  |  |
| **Cleaning:** Clean the general environment and “high-touch” surfaces on a regular schedule, especially washrooms. |  |  |