



In the workplace: Delivery or pickup prep area

How to organize

***Note:** *The guidelines in this section are for multiple individual meals bagged or boxed together for delivery to and pickup by hospitals, health centers, and similar facilities—a limited number throughout a meal service. Pickup areas with many individual customers and transport services will require different setups.*

- 1 If preparation for delivery or pickup is not done in conjunction with individual meal packaging, there should be a designated delivery/pickup prep area that has the following:
 - Sufficient space to allow workers to maintain physical distance of at least six (6) feet between one another; if this is not possible, workers should make every effort to avoid direct physical contact
 - Individual work stations at least six (6) feet apart, if space allows
 - Each work station should be used by only one (1) worker at a time, if space allows
 - This may not be possible in settings where workers operate in small teams or clusters; in this case, workers should avoid direct physical contact as much as possible
 - All workers should wear face coverings at all times
 - Each work station should have the following:
 - A nearby handwashing station, fully equipped with soap and paper towels
 - A no-touch, closed-lid trash receptacle
 - The meal packaging area should also have signage that addresses the following:
 - Not entering the workplace if ill, and steps to take if ill on arrival
 - What to do if they become ill while at work
 - Reminders regarding maintaining handwashing or hand sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, use of face coverings, not taking personal belongings into the kitchen, and not using cell phones in working areas
 - Instructional diagram on how to wash hands and for how long