

MTW COVID Plan

(Please Read before you enter/undertake pantry activities)

If you answer, "YES" to any of the following questions

You cannot enter the MTW Pantry:

1. Have you been tested for coronavirus (COVID-19) and still waiting for your result?
 2. Have you arrived in Australia within the last 14 days?
 3. Have you recently come into contact with a person who has a confirmed case of coronavirus (COVID-19)?
 4. Is your temperature check over 37.5 degrees?
 5. Do you have flu like symptoms?
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Procedure to open and enter MTW Pantry

- The MTW member opening the pantry, must set-up the following provisions before any members, volunteers and/or visitors enter the premises:
 - Place a table at the entry point with the following;
 - Contract Tracing Sheet & Pen
 - Digital Temperature Temp Gun
 - Hand Sanitizer
 - Gloves
 - Facemasks
 - Hi-Vis Vest
 - All members, volunteers and/or visitors must follow the instruction of the on-site supervisor at all times.
 - All members, volunteers and/or visitors must have a valid and accurate Work Permit.
 - All members, volunteers and/or visitors must have their temperature checked.
 - If you are over 37.5 degrees, you cannot enter.
 - All members, volunteers and/or visitors must complete the Contact Tracing Sheet.
 - All members, volunteers and/or visitors must wash their hands with the provided sanitizer.
 - All members, volunteers and/or visitors must wear a pair of gloves while working the Food Pantry.
 - All members, volunteers and/or visitors must wear a facemask while on-site.
 - All members, volunteers and/or visitors must wear a Hi-Vis vest while on-site.
 - (Orange vest for Supervisor(s), all others to wear a Yellow.
 - All members, volunteers and/or visitors must maintain social distancing at all times.

Procedure to receive Food/Product Deliveries

- All members, volunteers and/or visitors must follow the instruction of the on-site supervisor at all times.
- NW (Brooklyn) Pantry:
 - Tables are to be put across the front of the large factory doors (allow room for vehicle to back into the factory).
 - Open the Factory garage door.
 - To be closed once unload completed.
 - All volunteers are to take the instruction from the delivery driver (they have their own internal policy & procedures) on the process to unload the vehicle.
 - All volunteers must maintain social distancing of 1.5m and collect the food and take to sorting area.
- SE (Mulgrave) Pantry:
 - Tables are to be placed inside the pantry foyer.
 - All volunteers are to take the instruction from the delivery driver (they have their own internal policy & procedures) on the process to unload the vehicle.
 - All volunteers must maintain social distancing 1.5m and collect the food and take to sorting area.

Procedure to make Deliveries

- All members, volunteers and/or visitors must follow the instruction of the on-site supervisor at all times.
- All members & volunteers **must** have a valid and accurate Work Permit.
- All members & volunteers **must** have a valid Victorian drivers licence and car insurance.
- All members & volunteers doing deliveries **must** carry a copy of the delivery schedule, which shows the Client name, address and your name as the delivery person.
 - MTW will confirm prior to delivery the client's request.
- All members & volunteers **must** conclude all deliveries and be home before the stated curfew (8pm).
 - Please review your delivery schedule and advise on-site supervisor if you do not believe you will be able to make your deliveries on time.
- On arrival to the clients address, send them a text message (if able) to say you have arrived or take the food to the front door and knock on the door.
 - You **must** not enter the client's premises.
 - You **must** maintain social distancing 1.5m.
 - You **must** be wearing a facemask.
- If at any point (during the drive &/or at point of delivery) you feel unsafe, or fear for your safety, please do not hesitate to leave the area immediately and notify John Wickham on 0411 753 514.
- The MTW on-site Supervisor **must** call every volunteer driver to ensure they get home safely.