



In the workplace: Food pickup area

How to organize

***Note:** The guidelines in this section are for multiple individual meals bagged or boxed together that are being picked up by workers from hospitals, health centers, and similar facilities, rather than being delivered to those facilities by the restaurant/kitchen. They are not for pickup of take-out orders by individual customers.

- 1 There should be a separate area designated for food pickup
- 2 The pickup area should have sufficient space to allow workers to maintain physical distance of at least six (6) feet between one another and between themselves and people picking up the meal containers
- 3 The pickup area should have the following:
 - A designated area for people picking up the meals to wait until they are called up to pick up their container(s); the waiting area should have the following:
 - Sufficient space to allow people waiting to maintain physical distance of at least six (6) feet between one another
 - Marking with tape, chalk, rope barriers, or seating to help people waiting maintain physical distance of at least six (6) feet between one another
 - At least one no-touch hand sanitizer dispenser or a handwashing station with a full soap container, an ample supply of paper towels, and a closed-lid trash receptacle
 - Disposable paper or cloth face coverings for people to wear if they are not wearing a face covering on arrival at the waiting area
 - A platform, table, cart, or other raised surface (not floor) for bags or boxes of meals to be placed for pickup; the surface should have ample space behind it for restaurant/kitchen personnel to work
 - Each bag or box of meals should be clearly marked in large, easy-to-read print that identifies the hospital or other receiving facility for which it is intended and the date of pickup
 - Boxes or bags containing multiple individual meals should contain a list of their contents on the outside of the container to eliminate the need for anyone to sort through them to find the right one
 - A list of contents should also be placed inside the container, on top of the individual meals, in case the list on the outside is lost
 - A handwashing station for restaurant/kitchen personnel working in the pickup area, supplied with soap and paper towels (if plumbing does not allow for a sink, a hand sanitizing station may be used as an alternative, but soap and water is more effective against the Covid-19 virus than hand sanitizer)
 - A no-touch, closed-lid trash receptacle
 - Sanitizer wipes
 - Signage that addresses the following:
 - Not entering the pickup area if ill, and steps to take if ill on arrival
 - What to do if they become ill while at the pickup area
 - Reminders regarding wearing face coverings, handwashing or 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, 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