

GUIDELINES FOR DRIVE-UP OR WALK-UP COMMODITY DISTRIBUTION BY GROUPS AND ORGANIZATIONS



Pre-Event	
<input type="checkbox"/>	Ensure a safe work environment for all personnel and participants involved in the event.
<input type="checkbox"/>	Ensure personal protective equipment (PPE) is available for all event personnel and that appropriate training for intended PPE use is provided in advance of the event.
<input type="checkbox"/>	Ensure enough hand sanitizer or other hand cleaning options are provided.
<input type="checkbox"/>	Each flat surface and tables should have hand sanitizer or hand cleaning options.
<input type="checkbox"/>	Ensure all surfaces are cleaned with an approved disinfectant prior to the beginning of the event and remain clean throughout the event. Collection and disposal of bio-hazardous waste should be coordinated prior to the event.
<input type="checkbox"/>	Ensure service line is clearly defined utilizing tape, cones, or other distancing markers <ul style="list-style-type: none"> • Cones or markers should be spaced at least 6 feet distance in all directions • Participants should demonstrate social distancing by standing next to an assigned cone or marker
<input type="checkbox"/>	For COVID-19 testing, required paperwork will be available and completed in accordance with HHS and Florida Health Department requirements.
<input type="checkbox"/>	Vehicular traffic patterns for participant ingress and egress shall be coordinated with the Jacksonville Sheriff's Office or appropriate law enforcement agency.
Event	
<input type="checkbox"/>	Identify an official event safety coordinator to ensure a safe environment for all participants.
<input type="checkbox"/>	Participants should approach each section of the event only when advised by event personnel.
<input type="checkbox"/>	Event personnel that are required to be in close proximity within 6 or more feet of participants should wear a gown, gloves, eye protection, and N95 mask.
<input type="checkbox"/>	Event personnel, who are not in close proximity with participants, should wear gloves and a surgical style mask.
<input type="checkbox"/>	Event participants not in a vehicle should wear a surgical style mask.
<input type="checkbox"/>	Event personnel should change gloves between each event participant encounter where cross-contamination is possible.
<input type="checkbox"/>	For testing sites or medically related events, an onsite Advanced Life Support transport unit is recommended.
<input type="checkbox"/>	Participants should enter the established line through a pre-designated entrance point, clearly identified with cones or markers and appropriate signage.
Post-Event	
<input type="checkbox"/>	Ensure all surfaces and items should be cleaned, consistent with Center for Disease Control recommended disinfectant procedures and all used PPE is disposed of appropriately in bio-hazardous waste.
Applicable Executive Orders	
<input type="checkbox"/>	2020-83 Governor Executive Order – Protective Measures for Vulnerable Populations, Gatherings of Private Citizens and Density of the Workforce
<input type="checkbox"/>	2020-91 Governor Executive Order – Essential Services and Activities During COVID-19 Emergency
<input type="checkbox"/>	2020-001 Mayoral Executive Order – Proclamation and Declaration of Emergency in Accordance with Chapter 674 Jacksonville Ordinance Code due to Emergency Conditions