



Expediter/Runner Job Aid

1. Receive food request via the expediter.

- Via the portable radio, the expediter will communicate: # of drop off spot/family size (small = 1-4/large= 5+)/whether they get TEFAP/whether they get diapers or formula.

2. Runner picks up food per directions.

- From the staging area, pick up the appropriate Groceries to deliver to appropriate # food drop location area.

3. Bring food to guest.

- Take groceries to the designated food drop location, place them on the platform, and leave them for the guest to come and get.

Social Distance & Sanitation

Proper social distancing must be maintained. Please keep at least 6 feet away from guests and their vehicles.

Be sure to wash hands after contact with another person or surface as indicated in the additional handwashing documentation.

At Catholic Charities, we are implementing specific safety practices to minimize the risk of contracting COVID-19 while visiting our facilities.

While these practices eliminate personal contact between Catholic Charities personnel and guests, there are still many ways we can show love to those we serve. Please smile often, wave with exuberance, and don't forget to pray for the guests and our mission.

Additional Guidance

Handwashing

- ✦ Lather from the tip of your fingers to your wrist, washing thumbs, between fingers, and backs of hands.
- ✦ Wash for at least 20 seconds. You can say an Our Father and a Hail Mary while you wash!
- ✦ Wash hands at least once an hour.

Using the Portable Radio

- ✦ Check your channel with your team.
- ✦ Wait for others to finish before you begin to communicate.
- ✦ Press the Push-to-Talk button fully before you start talking.
- ✦ Remember: Who is calling whom? (“Mary

Group Cleaning Notes

For people working in a group:

- ✦ Use bleach and water solution.
- ✦ Clean common surfaces once an hour (including doors and heavily-trafficked common areas).
- ✦ Take special note of any items or tools that may be used by multiple people and

Saint Marianne Cope,
For 35 years you led a group of Franciscan Sisters serving victims of leprosy in Hawaii. Neither you nor any of your sisters contracted the disease. Pray with us now to the Holy Spirit., that He may embrace all professionals and volunteers working to contain COVID-19 and

