

## **Food Pantry Policy During COVID-19 updated effective 5/10/2021**

### **Post Covid return to in-person pantry visit procedure:**

1. Upon arriving in the parking lot please call 317-913-5525
  - If no one is using pantry you will be directed to enter building.
  - If someone is using pantry you will be asked to wait in your car. We will call when it is your turn to enter the building.
2. Clients will be asked to wear masks in pantry and use hand sanitizer upon entering the building. When you come in, they will fill out a pantry application form. Staff will check to ensure the form is filled in properly and check to see if monthly pantry items (toothpaste, detergent, diapers, toilet paper, etc.)
  - If you are eligible for monthly items, you will be given a sheet to make your selections.
  - Staff will make note of client's milk/egg/meat request.
3. Client may select food items from the pantry and will weigh their own bags.
4. Staff will pull monthly items, milk, eggs, and meat option for clients.
5. Client will use cart to take items to car and return cart.