

## Emergency Operations Center Process

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**TITLE:** **FOOD DONATIONS FROM BUSINESSES FOR STAFF AND PHYSICIANS DURING COVID-19**

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**APPLICABILITY:** All Northern Health Departments

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**RELATED REGIONAL POLICIES:** 8-1-5-010: [Regional Food Safety Plan](#)

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**RELATED REGIONAL PROCESSES:** [Food Donations](#)

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**DEFINITIONS:** **Food donations:** Food requested or provided for charitable reasons

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### DOCUMENT QUICK LINKS

- [Northern Health Food Donation Checklist Form](#)
- [Food Donation Flowchart](#)
- [BC Centre for Disease Control – Food Safety](#)

### KEY POINTS

- Northern Health (NH) staff and physicians may be asked to accept food donations by local businesses wanting to support the local healthcare facility during the COVID-19 pandemic.
- It is important to ensure extra precautions are taken to align with required public health measures and to ensure highest levels of food safety for meals/food provided to Northern Health staff and physicians prior to accepting the food donation.
- COVID-19 is mainly spread person-to-person through respiratory droplets. Since it is possible the COVID-19 virus may remain on surfaces from hours to days, some spread through this route may also be occurring.
  - Practicing good hygiene through regular hand washing minimizes the risk with handling or touching take-away containers.

## PROCESS

1. The site is contacted by a local business to donate food/meal to staff and physicians.
  - a. If a local business shows up at the site with food/meal, they are to be turned away until proper approvals are first received to accept the food donation.
2. Request the business complete the [Northern Health Food Donation Checklist form](#).
  - a. Ensure the form is updated with the site Emergency Operations Center (EOC) delegate contact email address prior to sending the form to the business.
3. The business completes the form and returns to the site EOC delegate.
4. The site EOC delegate and/or physician leader reviews the submitted Food Donation Checklist form.
  - a. Confirm with local leadership they are willing to deliver the food in a manner that respects social distancing.
  - b. Refer to the [BC Centre for Disease Control Food Safety](#) for further information on COVID-19 food safety.
5. If approved, the site EOC delegate or physician leader contacts the local business to coordinate the schedule and delivery.
  - a. Upon delivery, recipients are to engage in good hygiene through regular hand washing and sanitizing.
6. If denied, the site EOC delegate and/or physician leader contacts the local business to advise them the food/meal donation does not meet the required public health measures or food safety standards.

## REFERENCES

BC Centre for Disease Control (2020) COVID-19 Food Safety. Retrieved April 7, 2020 from: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/food-safety>

## KEY WORDS

Local business, local business donation, local business food donation, meals, free meals, free food, contribute, contribution, accept food donations, EOC, Emergency Operations Centre, safe food handling, food safety, social distancing, BCCDC, site EOC, site delegate, physician leader, Food Donation Checklist, Food Donation Form

<b>REVISION HISTORY</b>			
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