

## **Meals on Wheels of New Canaan Delivery Procedure and Safety Measures**

Please arrive at the parking circle at Waveny Care Center at 10:45 a.m, with a clean car, a ballpoint pen, and a disposable plastic bag.

***If you are a new MOW volunteer, please also bring with you a completed Volunteer Application Form and a copy of your driver's license, car registration, and proof of auto insurance.***

### **Upon your arrival at Waveny:**

- Pull 3/4 around the circle and park in front of the door just past the main entrance. You will be met there by a Waveny staff member, who will take your temperature via a forehead thermometer.
- You maybe asked to complete a brief Waveny Health Travel and Exposure form for MOW Volunteers. Use your own pen to complete this form and return it to the Waveny staff member.
- Melissa Shapiro, our MOW community coordinator, will meet you outside with the delivery bags of meals, gloves, a pack of chlorine wipes, and routes. She will answer any questions and go over any details regarding your deliveries.
- Put on a pair of gloves. You will wear a single pair of gloves for the entire route of deliveries. Use the wipes to clean your car's steering wheel, gear shifts, radio and GPS nobs, door handles and your cell phone if you will be using it during your deliveries. Load the delivery bags from the trolley into your vehicle.
- Please deliver with a mask on.

### **Meal Deliveries:**

- Each client receives two meals a day, comprised of a cold meal in a brown bag with the client's name on it, and a generic hot meal in a tray (unless Melissa informs you of a special hot meal) and a container of soup. The soups may be in their own bag, but if not, will be in the bottom of the hot delivery meal bag, underneath the meal trays.
- Please place the meals in the coolers outside the clients' doors. The brown bag goes in the large cooler, and put the soup in the bottom of the small cooler with the hot meal on top of it (fits best this way).

**•Do not enter the client's home.**

- If the client comes outside or opens the door, be sure to observe the 6 foot social distance rule, for the safety of all.
- After returning to your car, wipe your gloved hands with hand sanitizer if you have it (we cannot provide) or with a chlorine wipe. If using the wipe, dispose into the plastic bag you brought with you.
- At the next delivery stop, wipe down your gloved hands in the front and back with a fresh wipe before you deliver. Use that wipe to wipe down the cooler.

**•Special Instructions for Route 3:** This route will involve just three stops, in a specific order: First, Helen McConnell, further information as below. Second, the School House Apartments themselves: The delivery is by the door with the little porch over it, toward the bottom of the parking lot. The meals for all the clients who live in School House Apartments will no longer be delivered to their individual doors. Instead, ring the bell for admittance into the foyer, and you will unpack from the delivery bags all the meals for all the clients onto the trolley there in the foyer. Third, deliver your final meal to Roger Hayworth.

**•Helen McConnell Delivery.** Because Helen is confined to a wheelchair, we must make an exception to the rule of no entry into client's home. Helen is the first client on the Schoolhouse Route (see below). Please announce at her backdoor that you are there, which will give her time to leave the kitchen and keep a safe distance, and then bring her meals into her house and place on her kitchen table. Note, Helen may also ask you as a favor to remove her garbage from the previous day's MOW delivery.

**On Your Return to Waveny:**

- When you have completed your deliveries, bring the delivery bags back to the Waveny Care Center and leave them on the trolleys, which will be outside the door at the circle.
- Please also return any unused wipes on the trolley so that we can use them for future deliveries. Wipes are in VERY short supply, so if you happen to have a stock and are willing to use your own, we would be most grateful!

If you have any questions at all please call Melissa Shapiro 203-594-5318