Virginia Cooperative Extension
Virginia Tech • Virginia State University

COVID-19 PREVENTATIVE MEASURES

MASS FOOD DISTRIBUTION CHECKLIST

Use this checklist while preparing food to distribute to mass groups and while distributing food or ingredients to make sure your organization or group is following best food safety practices during the COVID-19 pandemic.

PERSONAL HYGIENE AND HEALTH

	✓
Do volunteers understand not to arrive at the facility if they are sick, have COVID-19 symptoms or have been in contact with someone that has COVID-19?	
Are handwashing signs displayed remindering volunteers and other people to properly wash their hands?	
Is hand sanitizer readily available for volunteers and other people at the facility?	
Are cloth face coverings provided for volunteers or encouraged for people to wear during the mass food distribution?	

PREPARING AND PACKING FOOD

	✓
Are perishable foods placed in the refrigerator immediately after transporting?	
Is food prepared in a way to prevent cross-contamination such as utensils and equipment being cleaned and sanitized between tasks?	
Are verified digital thermometers used to check foods are cooked to the proper internal temperature and used to check to temperature of the food while holding?	
Before a large volume of hot food is stored in the refrigerator, is it cooled properly by separating into small portions, devided into shallow pans, placed in an ice water bath or stirred with ice-filled plastic wands?	
Are chemicals and contact times used appropriately for COVID-19 disinfection?	
Are food-grade containers used as well as allergen labels and proper handling instructions applied for foods being delivered or picked up?	

DISTRIBUTING FOOD

	✓
Are procedures set up to ensure volunteers and other people maintain 6 feet apart during food pickup or delivery?	
Are there signs and floor markings in the facility to help with distancing as people pick up their food?	
Are hot foods held at 135°F or abover? Are cold foods held at 41°F or below?	
Are high touch surfaces cleaned and disinfected after each person pick up their food?	

VIRGINIA TECH

Stay informed:
ext.vt.edu/covid-19updates
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NC STATE EXTENSION

safe plates