Hopelink COVID-19 Response  
Received by WSDA March 10, 2020

**Distribution Schedule through March 2020:**
- Food Distribution Schedule (all locations):
  - Monday: 1-4pm
  - Tuesday: 1-4pm
  - Wednesday: 3-7pm
  - Thursday: 10am-1pm
  - Friday: 1-4pm **Kirkland only**

**Key Operational Changes:**
- Food Banks changing distribution model to minimize risk of exposure
- Set up distribution tables outside food banks/Centers
  - Pre-packed boxes, and pre-bagged perishables only
  - through March 2020
  - Pre-bag produce and other perishable product

**Distribution:**
- Prepared boxes are distributed during designated hours only
  - Boxes may be picked up **twice per month** per household
  - Clients who arrive outside distribution hours may receive an ebag
- Number of boxes based on household size
  - Families of 1-2 get one box
  - Families of 3-4 get two boxes
  - Families of 5+ get three boxes
- Menu: Pre-packaged boxes with core menu items only. 22-23 meals per box
  - Pre-packed boxes include: 2 macaroni and cheese, 1 peanut butter, 1 bag black beans, 1 can peaches, 1 stew, 1 bag pasta, 2 cans soup, 1 can ham, 2 can veggies, 1 can kidney beans, 1 tomato sauce, 5 packets oatmeal, 1 bag rice
- Perishable product remaining on-hand (until supplies run out) can be pre-bagged and distributed one per household. Product can only be distributed if it pre-bagged.
  - May include: deli, bread, dairy, produce
  - May **not** include: meat
  - Bags being sent to all locations
- Staffing Roles:
  - 1 staff person with clipboard and pen to check people in (clients may **not** use pen)
    - Please do not hand items to each other. If ID or other item is used to provide name and other information, please set down on table.
  - 1 staff person to hand over boxes

**Community Messaging:**
- Hopelink is closing food banks in an abundance of caution and to comply with Public Health and CDC recommendations in order to protect clients, staff, and volunteers; Call Centers and Warehouse
- Pre-packed boxes will be available at all centers on designated days and times
- No appointments necessary, drop-in at all Centers

**Other Operational Changes:**
- **On hold:**
  - Cancel Grocery Rescue, route to other partners as able
- **Volunteers:**
  - Home delivery continuing, pre-packed boxes only
  - Grocery Rescue on hold