



SANTA MONICA COLLEGE
FOUNDATION

**GIVING THANKS(GIVING)
SAMPLE SAFETY PLAN**

- **Protocols for Volunteers.**
 - All non-SMC Employees are required to complete two (2) online training modules prior to arrival.
 - All non-SMC Employees are required to digitally sign the Liability Release Form
 - Paper copies for those who forget
 - Orientation on Friday, November 20 at 4 pm
 - All persons are required to complete the SMC COVID-19 Daily Symptoms Checklist prior to arriving campus.
 - PPE Required Gear include KN-95 Masks, Face Shields, Gloves provided by SMC.
 - All volunteers will be required to maintain six-foot distance AT ALL TIMES – NO exceptions
 - Hand Sanitizer placed throughout event site.
 - Maintenance & Operations: Sanitizing tables throughout event; sanitizing bathrooms regularly.
 - **Protocols for Food Safety.**
 - Refrigerated trucks on campus.
 - Periodic Temperature Checks (below 41F degrees).
 - Keeping food under canopy instead of in sun.
 - Bread >> Enforce strict quality control rules for repackaging food items.
 - **Protocol for use of the Forklift.**
 - Ensure that no person or persons are around when being operated.
 - Spotter >> Would recommend having one person operating and one person watching.
 - **Protocol for Customers.**
 - Masks required – no exceptions
 - Social Distancing required
 - Contactless
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1. Pre-Event Set-Up.

a. When: Monday, November 23 | 11 AM-6 PM

2. Event Lead

- a. 11/23 >> Costco Delivery #1 >> Produce Only
 - i. Costco Delivery #2 >> Turkeys and Pies
- b. 11/23 >> Everytable Crew Meal Delivery
 - i. Store in Bodega (Pantry) Refrigerators
- c. Pre-Event Walk-Thru with Director of Risk Management (10 am)
 - i. Where: Student Services Center
- d. Process for Pick-ups
- e. Set-Up Tables, Tents, Markers, Cones, Barricades

3. Event Details (RAIN OR SHINE).



- a. **Who:** Event Leads
- b. **When:** Tuesday, November 24th
- c. **Where:** Location >> LOT #1 stationed curbside outside of Student Services Center
 - i. Entrance >> one-way only >> cars entering from Pearl Street
 - ii. Exiting onto Pico Blvd
 - 1. Ensures out of public site
- d. Rain Contingency: Tents

4. Event Day Preparation.

- a. Schedule (see production schedule for details)
 - 6 am Leads arrives
 - 7 am Volunteers arrive
 - 8 am Two Pick -Ups
 - 10 am Event Commences
 - 7 pm Event Concludes – Strike
 - 8 pm Event closes
- b. **Advancing Set-Up: Process for separating food for individual packaging**
 - i. **Where:** Student Services Center
 - ii. **What:** Fulfillment
 - iii. **COVID Prep: All tables disinfected prior to usage**
 - 1. Tables will have ample space between them to ensure social distancing of personnel **at all times**
 - 2. Items for distribution will be moved from **Student Services Center** to external stations via bushel carts
 - 3. Paper grocery bags and cloth A.S. totes will be used to contain groceries
- c. **Setting Up Fulfillment, Distribution Centers, Volunteer Lounge**
 - i. **Fulfillment (Outside Student Services Center)** – Tables separated to ensure social distancing
 - 1. Station 1 >> Produce
 - 2. Station 2 >> Produce
 - 3. Station 3 >> Produce
 - 4. Station 4 >> Produce
 - 5. Station 5 >> Drinks
 - 6. Station 6 >> Drinks
 - 7. Station 7 >> Bread
 - ii. **Distribution Stations**
 - 1. Station 1 >> Drive Up
 - 2. Station 2 >> Drive Up
 - 3. Station 3 >> Drive Up
 - 4. Station 4 >> Drive Up
 - 5. Station 5 >> Drive Up
 - 6. Station 6 >> Drive Up
 - 7. Station 7 >> Walk Up
 - 8. Station 8 >> Walk Up



5. Safety Precautions.

- a. SMCPD & City of Santa Monica Traffic Control Presence
 - i. Position 1 >> Entrance at Pearl Street
 - ii. Position 2 >> Distribution Center (2 persons if possible)
 - iii. Position 3 >> Exit at Pico Blvd
- b. Food Temperature Check (pies & turkeys) >> Director of Risk Management

6. Logistics.

- a. Volunteer Needs
 - i. Parking >> Lot #3 or Lot #4
 - ii. Restrooms >> Event Day: **Closed to all students. Only staff to use HSS First Floor Bathrooms**
 - iii. Personal Protective Equipment >> distributed Check-In
 1. Gloves
 2. Masks
 3. Face Shields
- b. Notifying Students
 - i. Email Confirmation sent 11/15, 11/23
 - ii. Calls to Students 11/15-11/17

7. Five (5) Main Volunteer Stations.

a. Volunteer Check-in.

- i. Three persons – continuity of service
- ii. Trifecta coverage (mask, gloves, shield)
- iii. Separate Tables for each staff.
- iv. Two-Way Radio Distribution >> extra headsets
- v. Volunteers receive: tee, lunch tickets, new KN-95 mask, face shield, gloves, water bottle w/name on it

b. Volunteer Lounge.

- i. Two persons – continuity of service
- ii. Trifecta coverage (mask, gloves, face shield)
- iii. Hourly Hand-wash Breaks
- iv. Glove check

c. Guest Check In.

- i. Volunteers will remain 6 feet apart when checking in guests
- ii. Drive-Thru Guests
 1. Students wearing masks will drive up in the vehicles show proof of ID by holding up ID to closed window
 2. Grocery ticket will be placed on windshield (contactless)
- iii. Walk-Up Guests
 1. Masked students will walk up and show proof of ID



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2. Students without vehicles will be required to individually queue while maintaining social distancing (six feet apart) on marked (blue taped markers on ground).

d. Fulfillment of Groceries.

- i. Eight (8) stations
- ii. Trifecta coverage (mask, gloves, shield)
- iii. Hourly Hand-wash Breaks
- iv. Glove check

e. Distribution of Groceries.

- i. PPE Coverage (mask, gloves, shield)
- ii. Hourly Hand-wash Breaks
- iii. Glove check

8. Distribution Process

a. Drive Up Station

- i. Proceed through queue
- ii. Each student will:
 1. Drive up to station
 - a. SMC Volunteer retrieves windshield Grocery Ticket and place groceries on table to ensure social distancing
 2. Exits vehicle
 3. Secure groceries from table with zero contact with employees
 4. Return to car and proceed to Pico to exit
- iii. Each Volunteer will:
 1. Step back six feet as student approaches table

b. Walk Up Station

- i. Location: Near Pearl Street Entrance
- ii. "X" 6 ft social distancing standing spots marked

c. Walk-Up Contingency

- i. Walk up to table
- ii. Secures groceries from table with zero contact with employees
- iii. Proceed to Pico to exit

d. Contents of Give-Aways

- i. 15-22 lb. Fresh Turkey
- ii. Fresh Produce: Gold Potatoes, Sweet Potatoes, Green Beans, Carrots, Yellow Onion, Celery, Fresh Cranberries, and Garlic
- iii. Dinner Rolls
- iv. Whole Pumpkin Pie
- v. Beverages
- vi. Foil Pan
- vii. Printed Materials



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b. Post Event

- i. Bathrooms, Entries, Tables and all equipment must be sanitized