

Shopping service for at-risk or home bound populations

This plan is intended to supply the necessities of life to that population of Emmet County that has been identified as at-risk or home bound due to the effects of the current Corona/COVID-19 virus concern in Emmet County.

This plan supplies the requirements necessary to identify and enroll the at-risk or homebound population that is eligible to receive the services, application, guidelines for and screening of the volunteers to supply the service, the use of appropriate safety techniques when making contact with the at-risk or home bound population and standard operating procedures for how operations are conducted.

Guidelines for those eligible to participate in the at-risk or homebound shopping service

Those citizens identified as being at-risk or home bound should meet the following criteria to be eligible to participate in this service:

1. Be over the age of 60 years of age **or**
2. Have an underlying condition that places them at additional risk of exposure to the Corona/Covid-19 virus **or**
3. Are subject to self-quarantine because they are ill or have possibly been exposed to the Corona/Covid-19 virus.

Guidelines for volunteers participating in the at-risk or home bound shopping service.

Volunteers must:

1. Be under the age of 60 years old.
2. Have no underlying health issues.
3. Possess a valid Iowa Driver's License.
4. Have NO symptoms of even mild illness when volunteering.
5. Pass a background check.
6. Have a reliable vehicle.

How to volunteer

People wishing to volunteer will be told to contact their respective city hall to obtain an application. Volunteers will also need to provide a copy of their driver's license to be eligible. The applications will then be processed.

In the case of rural volunteers it is requested that there be one volunteer for each township for this service.

For those wishing to be volunteers in the rural unincorporated areas, the applications would be available at the Emmet County Sheriff's Office.

Procedures for shopping for at-risk or home bound populations living in a municipality

In the case of a person who meets the criteria above:

1. The point of contact for this service will be the city hall or other designee of the city of residence.
2. The caller upon making contact with the point of contact will be asked what it is that they need of and what method of payment they are using. (This service will not be supplying alcohol or tobacco products).
3. In an attempt to try to eliminate multiple trips, requests will be serviced once a day and those requests must be received before 2:00pm daily **unless** exigent circumstances exist.
4. The point of contact will then contact the volunteer(s) for that municipality that are providing the service.
5. The volunteer will then be provided with the address and list for the person requesting the items to be picked up. This can be done by phone, email or in person.
6. The volunteer will travel to the person's home and pick up the payment for the items using approved methods to reduce possible infection. This will involve the volunteer wearing protective gloves.
7. The volunteer will **NOT** enter the home of the person and will maintain the social distancing guideline of 6 feet.
8. The volunteer will travel to the grocery store and select the items requested and then return the items, a receipt and any change to the person.
9. The volunteer will complete an after action report that will track their time, mileage, any personal expenses and forward those to the point of contact for possible reimbursement by FEMA.

Procedures for shopping for at-risk or home bound populations in rural areas

In the case that a person who meets the criteria above:

1. The township clerk for the resident's township of residence will be the point of contact.
2. The caller will advise the township clerk what they are in need of and what method of payment they will be using. (This service will not be supplying alcohol or tobacco products).
3. In an attempt to avoid multiple trips, requests will be serviced once a day and those requests must be received before 2:00 pm daily **unless** exigent circumstances exist.
4. The township clerk will then contact the volunteer(s) for that township that are providing the service.
5. The volunteer will then be provided with the address and list of items for the person requesting the items to be picked up. This can be done by phone, email or in person.
6. The volunteer will travel to the person's home and pick up the payment for the items using approved methods to reduce possible infection. This will involve the volunteer wearing protective gloves.
7. The volunteer will **NOT** enter the home of the person and will maintain the social distancing guideline of 6 feet.
8. The volunteer will travel to the grocery store and select the items requested, and then return items, a receipt and any change from the transaction to the person.
9. The volunteer will complete an after action report that will track their time, mileage, any personal expenses and forward that to the township clerk for possible reimbursement by FEMA.

Grocery Pick Up For At Risk or Home Bound Populations

Action Report

Name: _____

Address: _____

Volunteer name: _____

Beginning time: _____

Ending time: _____

Mileage: _____

At-risk/homebound shopping program volunteer application

Name: _____

Date of Birth: _____

Address: _____

City/State: _____

Telephone #: _____

Vehicle License #: _____

Vehicle Make/Year: _____

Vehicle Model: _____

Vehicle Color: _____

Please attach a copy of your driver's license with this application.

I hereby authorize a background check to be performed in regard to this application to include but not limited to a criminal history record check, driver's license check and other sources as deemed appropriate. In addition, I understand that I am a volunteer and am not an employee or representative of any government entity or office at any level in any way, shape or form and furthermore I, myself, my heirs and anyone else representing my interests now or in the future, hereby absolve and discharge any and all persons, government offices or their representatives personally or professionally of any damages or liability as a result of my volunteer services in this matter.

Signature _____