

Safety guidelines for pop-up grocery distribution

Thank you

The Minneapolis Health Department would like to thank the dedicated volunteers and staff working at pop up grocery distribution sites. You are doing amazing work that is vital for our community members experiencing food insecurity.

We recognize you are working to put practices in place to keep your food safe and stay COVID-19 safe. Here are guidelines to help you achieve both.

When do you need a permit or food license?

Pop up grocery distribution sites are considered emergency humanitarian relief. You do not need a food shelf permit or other type of food license to distribute shelf stable items.

If you are preparing and serving food, you need an Event Food Sponsor permit.

If you plan to move your pop up distribution site into a permanent space, you must get a [food shelf license](#).

Keeping your food safe

- Keep food off the ground as much as possible.
- Put food in bags or boxes
- Accept shelf stable items.
- Only accept refrigerated and frozen items if you can properly store these items. Proper storage includes using refrigerated trucks or walk-in coolers or freezers.
- **Infant formula** - Do not accept donations of infant formula after its use-by date.
- **Eggs** - If you accept donated eggs, check the expiration date on the carton. Do not accept eggs if the date on the carton has passed.

Have a person onsite who knows basic food safety practices

- [Request a voucher code](#) to take a free online basic food safety training.

Food package dates - You may see three different types of dates on food packages:

- **Sell-By date** - tells you how long the item can be sold or given out. The consumer should receive the product before the date expires.
- **Best if Used By (or Before) date** – refers to best flavor or quality. It is not a safety date.
- **Use-By date** - is the last date the item is at its peak quality. The manufacturer, packer or distributor of the product based on product analysis, tests, or other information, selects the use-by date.

The most important recommendations to protect community health are:

Physical distancing – Volunteers and customers should stay at least 6 feet apart.

- You can print and post these physical distancing posters (PDF) [English](#), [Spanish](#), [Hmong](#), [Somali](#), [Oromo](#)

Cloth face coverings – Minneapolis requires cloth face coverings be worn in indoor public places where people congregate. People are encouraged to wear **cloth face coverings** at other times.

Some people are not required to wear a cloth face covering. They are:

- Children two years old and younger.
- Anyone who cannot wear a cloth face covering for medical reasons.

Frequent and thorough hand washing

- Wash your hands as often as possible with soap and warm water for at least 20 seconds.
- If you can't wash your hands, use hand sanitizer with at least 60% alcohol.
- If you are wearing disposable gloves, make sure you remove and throw them away safely.

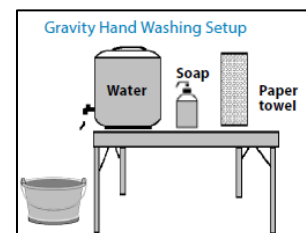
Be COVID-19 safe

- Give protective supplies to volunteers and staff. This includes cloth face coverings, gloves and hand sanitizer. The hand sanitizer should contain at least 60% alcohol.
- Provide hand washing station(s). Handwashing stations should have water, soap and paper towels. Depending on the size of the distribution site, you might need more than one handwashing station.

How to make a handwashing station

You can create a low cost, gravity fed handwashing station.

- Fill a 5 gallon insulated cooler with warm water.
- Water should be refilled before the level comes down to 2 inches above the spigot.
- Container must have a hand-free spigot that can be turned on and off.
- Supply liquid hand soap and paper towels.
- Have a catch bucket that holds at least 5 gallons of wastewater.



Cloth face coverings, PPE and other supplies

If you need cloth face coverings, hand sanitizer, gloves or other protective supplies, fill out the [PPE supply request form](#). We do our best to fill requests or to connect you to other organizations who may be able to fill them.

Distributing left over food

Before your distribution event, make arrangements with a food shelf or other community partner to take your left over food.

Stay informed

For information about the City's response to COVID-19, visit minneapolismn.gov/coronavirus. This webpage is updated frequently with new information.

For health questions, please email COVID19@minneapolismn.gov or call 612-673-2301.