



Meals on Wheels of Cheyenne
2015 South Greeley Highway
Cheyenne, WY 82007
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Meals on Wheels of Cheyenne COVID-19 Action Plan

PHASE 1: Heightened Awareness (Start Monday, March 9th)

- Quality hygiene practices by all staff and volunteers (communicate and post information)
- Staff to begin preparedness
 - Order shelf stable meals to cover client meals for 4 days
 - Add free standing hand sanitizer dispensers
- Disinfect/sanitize office, bathrooms, kitchen equipment, and all handles daily
- Volunteers with underlying conditions asked to take a leave of absence
- Volunteers returning from foreign travel asked to take 14 days off from volunteering
- Staff/volunteers with any signs or symptoms to implement social distancing for at least 14 days
- Suspend use of plastic thermal meal trays; deliver all meals in brown paper bags

PHASE 2: Minimize Contact and Further Prepare (Start Monday, March 16th)

- All MOW buildings closed to general public and volunteer drivers
- Mart closed to staff, volunteers and the public until further notice
- Distribution of frozen meals instead of hot meals
- Order shelf stable meals to cover client meals for 14 days
- Temporarily suspend new client intakes
- **Minimize contact with volunteer drivers:**
 - Volunteer drivers not allowed in community rooms or office
 - Curbside pickup for volunteer drivers (staff takes meals/route sheets outside to drivers)
- **Minimize contact with clients:**
 - Drivers to leave food at clients' doors unless client is deaf, blind, or immobile
 - Drivers to keep 6-foot distance from clients if they must enter homes
 - Implement call tree to contact clients via phone for well-being checks
- **Considerations:**
 - Reduce deliveries to 2 or 3 days per week
 - Distribution of first batch of shelf stable meals
 - Request additional funding (government, business and private)

PHASE 3: Governmental Ordered Social Distancing or Quarantine (TBD)

- Distribute shelf stable meals to feed clients for 7 to 14 days
- Increase frequency of phone calls to clients for well-being checks
- **Considerations:**
 - Seek donations of essentials for clients (toilet paper, hygiene products, etc)
 - Consider direct-ship shelf stable meals