

# COVID-19 UPDATE

## Keeping You Safe



Thunder Bay Regional  
Health Sciences  
Centre

To: All Hospital and Health Research Institute staff and professional staff

From: Dr. Stewart Kennedy, COVID-19 Incident Manager

Date: Thursday, April 9, 2020

RE: **Food Donations for Staff during COVID-19 Pandemic**

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Organizations, restaurants and people in our community have come forward with generous offers of donated food and meals to thank and support our Hospital's hard working staff and professional staff during the COVID-19 pandemic response.

The following guidelines have been approved to ensure safe and receipt and equitable distribution of food and meal donations:

- Food donations will only be accepted from safe sources including grocery stores, wholesalers and distributors, and must be individually packaged for individual distribution;
- Meal donations will only be accepted from established organizations (restaurants and caterers) with Thunder Bay District Health Unit (TBDHU) A and B ratings. Buffet style meals will be declined;
- Volunteer Services will coordinate reception and distribution of donations;
- Donations reception will be scheduled to accommodate both day and night shifts where possible;
- Volunteer Services will ensure equitable distribution. However, depending on the volume, donations not everyone may be provided with meals and/or food.

### **Procedure:**

Food and meal donations must be reviewed, scheduled, coordinated, received and distributed through Volunteer Services.

Donors are encouraged to contact Volunteer Services directly at [volunteering@tbh.net](mailto:volunteering@tbh.net). Staff and professional staff who are personally contacted regarding food and meal donations are to refer the donor to Volunteer Services.

Donors may request that specific units be the recipient of their donation. If donations are not directed to a specific area by the donor, Volunteer Services will attempt to distribute donations equitably across the Hospital and will keep track of departments who have received donations.

These measures are implemented for your health and safety and were determined in collaboration with Occupational Health and Safety and Infection Prevention and Control.

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For more information, please contact your manager.

All Hospital COVID-19 pandemic updates are available on the iNtranet at <https://comms.tbrhsc.net/covid-19-information/> .

Thunder Bay Regional Health Sciences Centre is a leader in Patient and Family Centred Care and a research and teaching hospital proudly affiliated with **Lakehead University, the Northern Ontario School of Medicine and Confederation College**.

Le Centre régional des sciences de la santé de Thunder Bay, un hôpital d'enseignement et de recherche, est reconnu comme un leader dans la prestation de soins et de services aux patients et aux familles et est fier de son affiliation à l'**université Lakehead, à l'École de médecine du Nord de l'Ontario et au collège Confédération**.

healthy  
together

En santé  
ensemble