Food Safety Guidelines for Restaurant Food Donations to Baystate Health

Thank you for keeping in mind the Baystate Health employees who are supporting our patients and community through this pandemic. There is nothing like delicious food to comfort our hard-working teams. Please note: Due to the critical importance of safe food handling, we only consider donations from restaurants. Food from other sources is not accepted.

We appreciate your offer to donate food items to our staff and wish to share the following guidelines meant to protect the health of our employees and the patients they care for, while making the process manageable during these special circumstances:

**PROCEDURE**

- We can only accept a **minimum of 30 individually wrapped meals** at a time from a licensed restaurant and delivery must be coordinated through our COVID19 food donation request line: 413-794-1489. This ensures a smooth delivery process and that the work site is prepared to receive and enjoy the delivery.
- ALL deliveries must occur at a specific agreed upon location at the exterior of the building. A designated employee will meet with a cart to take the food donation into the team’s break room. This will be coordinated through our food donation team in advance of the delivery.

**FOOD SAFETY**

- Ensure your food preparation staff is not exhibiting respiratory symptoms.
- As much as possible, food items should be individually wrapped, boxed or bowled, and best served at cold temperatures as we cannot guarantee that food will stay within safe temperatures for safe periods of times.
- We have no ability to keep food heated. Open flames, fuels, and/or combustible gels of any nature are not allowed in the break room where the food will be set up.
- All utensils, equipment etc. must be single service use and disposable. This includes plates, napkins, cups, and utensil kits.
Food counts, per portion sizes should align with the arrangements made in advance to meet the needs of a particular shift or team planning on the meal. Thank you, again. By coordinating your thoughtful donation you are helping to keep our team and our patients safe.