**GUIDELINES FOR GROCERY OR PHARMACY SHOPPING**

Any grocery/pharmacy shopping done by a staff member/volunteer for a consumer must be reviewed with and approved by either the Senior Center Director or the Community Service Manager.

1. Before providing shopping services for a consumer, a Senior Center staff member or volunteer, as well as the consumer, must read and sign a Financial Transaction Release form.
2. Once a staff member/volunteer has been assigned to a consumer that has shopping needs, he/she will call the consumer to get their shopping list or they can arrange with the consumer to pick up the list at the consumer’s home.
3. Prior to going to the grocery store/pharmacy, the staff member/volunteer will go the consumer’s residence to pick up a check written to the specific store and signed by the consumer or an EBT card or a gift card. The consumer should be instructed to leave the check or card in an envelope in a designated place to be picked up by the staff member/volunteer.
4. If the Senior Center is providing a gift card for the consumer’s

 shopping, the staff member/volunteer will receive that prior to

 leaving the Senior Center

1. If the consumer requires a prescription to be picked up, he/she must

 provide the staff member/volunteer with their birthdate

1. The consumer should call the pharmacy to ensure that the prescription will be ready for pick-up prior to the staff member/volunteer leaving
2. The staff member/volunteer will complete the shopping for the consumer, ask the cashier to print the dollar amount of the check using the register or the staff member/volunteer will write in the amount of the check equal to the amount of the receipt.
3. The staff member/volunteer should take a picture of the receipt with their phone so that there is a record of the transaction.
4. The staff member/volunteer will deliver the items to the consumer, leaving them at their door.
5. If the consumer is not able pick up the items, staff members are required to wear masks and gloves. When possible, ask the consumer to place a chair or table by the door where the items can be placed.
6. When the staff member/volunteer arrives at the consumer’s home:
	1. They will use hand sanitizer to wash their hands
	2. They will put on gloves
	3. They will leave the items in bags by the front door or designated area.
	4. They will return to their car.
	5. They will take off the gloves and put them in a trash bag.
	6. They will wash their hands with hand sanitizer.
	7. They will perform this process with each delivery.
	8. They will wipe down their steering wheel, door handle and seat at the end of the delivery process.
7. Upon return to the Senior Center, the staff member/volunteer will log the name of the consumer, the store and the amount of the receipt. A log will be maintained in the Director’s office.