Senior Gleaners of San Diego County

**FOOD SAFETY POLICY**

We strive to deliver high quality, nutritious and safe food to our partner agencies. Your attention to each step of the harvest and delivery process will help us meet that goal.

**FOOD STORAGE AND HANDLING**

1. Discard split, bruised or damaged produce. It will contaminate the produce that is in good condition and shorten its shelf life.
   a. If you are knocking hard-to-reach fruit to the ground, inspect it for bruising and dirt.
   b. Slightly damaged but edible produce can be sorted and taken by volunteers for immediate use.
   c. Unacceptable fruit should be left on the tree or on the property—if YOU wouldn’t eat it, don’t send it. (This applies to unripe fruit as well. If an owner requests that SG should pick the tree “clean,” tell them we pick all that is useable.)
      i. Bag picked, inedible fruit for the resident to put into landfill trash to reduce spread of the Asian Citrus Psyllid.
      ii. If the quantity is large, pile it in one area for the resident to deal with.

2. Grocery route crews:
   a. Keep individual types of food products separate to avoid contamination (meat, dairy, produce, bakery items)
   b. Place meat and dairy products and any items capable of leaking on the bottom layer of stacked boxes.
   c. Alert distribution agency staff of any undesirable products in your cargo.

**PERSONAL HYGIENE**

1. Wear clean clothes to each glean. Yes, you are just going to get them dirty again. However, dirty clothes and shoes can bring contaminants into the gleaning process.
2. Restrain hair. (A Senior Gleaner cap works great.)
3. Do not smoke or eat while gleaning—with the exception of sampling produce to check ripeness and consuming group treats at the start or end of a glean.
4. Don’t work when sick (fever, diarrhea, etc.).

**VEHICLES AND EQUIPMENT**

1. After a glean, clean out your vehicle to prevent transporting insects and diseases to other areas.
2. Wash buckets, gloves, tools and reusable plastic crates in soap and water. Clear debris from cardboard boxes that may be reused.

**PETS**

Pets are not allowed to accompany volunteers onto private property with the exception of service animals.
A volunteer or guest wishing to bring a service dog onto a glean site must notify the crew leader at least two weeks prior to the date of the glean. This will allow the crew leader time to get permission from the property owner for a volunteer to bring a leashed service dog to the glean. If the owner objects, the volunteer won’t be allowed to bring the animal. The crew leader will accept the volunteer’s assertion that they are using a bona fide service animal. For definitions of a service animal and the specific procedure for handling requests, see below.

Before taking a service animal to a gleaning activity, the volunteer will sign a Letter of Attestation stating that the animal has been trained as a service animal.

SERVICE ANIMALS--DEFINITION

The following is based on information provided by the U.S. Dept. of Justice, Civil Rights Division at https://www.ada.gov/regs2010/service_animal_qa.html:

Under the Americans with Disabilities Act, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

In situations where it is not obvious that the dog is a service animal, you may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? HOWEVER, you are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.

Therefore, it is the policy of SG to accept the validity of a volunteer’s assertion that they are using a service animal without seeking further information about the dog’s training or the volunteer’s disability.

SERVICE ANIMALS—PROCEDURE FOR REQUEST PROCESSING

A volunteer or guest wishing to bring a service dog onto a glean site must:

1. Contact the Senior Gleaners administrative assistant to request a Letter of Attestation certifying that the animal has been trained as a service animal. You must sign and return the letter before scheduling attendance at a specific glean.
2. Notify the crew leader at least two weeks prior to the date of a glean. Preferably, the volunteer will give 2-3 future dates to simplify the process.
3. The crew leader notifies the SG administrative assistant who will obtain a signed Letter of Attestation from the volunteer and alerts the crew leader when the letter is received.
4. The crew leader then checks the calendar and provides the general location of glean for the requested dates.
5. The volunteer then notifies the crew leader which location(s) should be contacted for service animal permission.
6. The crew leader then sends a request to the selected resident donor(s) seeking permission for a leashed dog to accompany a volunteer and subsequently notifies the service animal owner of each donor’s decision.