**On-Site Grocery System During Covid-19**

**Problem to be Addressed**: Eliminate the need for residents to leave the property. Grocery shopping was the most common activity residents were still doing off campus, posing significant risk of contracting COVID-19 and bringing it back into community.

**Task**: Create system to ensure that residents do not leave the property to go to grocery stores and provide needed items onsite.

**Methodology**: Re-imagine existing culinary infrastructure and enlist assistance from off-site student volunteers to move from dining service to food ordering and delivery service.

* Send recorded message to all residents at all sites with a call to action to discontinue going to grocery stores. While tailored for each site, the message is essentially as follows:

“To continue to avoid the spread of Covid-19, we are asking all residents to stop going to grocery stores and other places of business. We understand that this is problematic and inconvenient but it’s essential to protect your and your neighbors’ health. To assist you, Hebrew SeniorLife will increase the inventory in its onsite stores and we will distribute and collect from you grocery forms that you can fill out. We will do our best to purchase your requested items.”

* Expand supply of inventory at existing stores within each site based on perceived sense of what residents want, and implement strict social distancing protocol, which allows two residents to come to the store at a time, wait outside, and allow a staff member to fill the order.
* On a weekly basis, distribute to and collect from each resident a grocery order form that lists basic perishables and non-perishables and their per unit price along with a space for residents to write in special requests. While we may not be able to accommodate all requests, we understand that for this initiative to be effective, we need to do our best to provide residents with the items they need and want.
* Order items from existing suppliers and distribute items to site on a set day each week.
* Residents are to be invoiced monthly for the items they order. Confirmation with the SNAP program that SNAP benefits can be used for onsite store purchases.
* Some sites will enhance existing store inventory and not go to the full order/fill/deliver system – depending on site infrastructure
* Volunteers (off-site) are being utilized to assist with data entry into a master for ordering and invoicing, protecting resident confidentiality.