

GUIDELINES FOR FOOD AND IN-KIND DONATIONS TO UW MEDICINE DURING COVID-19

Effective December 16, 2020

To reduce risk of infection and ensure the health and safety of UW Medicine employees, patients, and visitors, all food and in-kind donations must:

- Be pre-screened and scheduled with the support of our UWM Advancement team. Direct all inquiries to covidgifts@uw.edu or 866-820-1375.
- Be consumed at home/off-site to prevent the spread of infection. All donations distributed to hospitals will be individually packaged, passed out at the ends of shifts, and accompanied by signage emphasizing the 'Grab n' Go' concept.

Frequently Asked Questions

Q. *Someone wants to donate food or items to my unit. What should I do?*

A. For health and safety reasons, all donations must be screened and coordinated by UWM Advancement. Please direct the donor to covidgifts@uw.edu or call 866-820-1375. Although we do our best to honor donor preferences, donations will be distributed with equity and priority needs in mind. Food must also be prepared in a commercial facility/kitchen. We cannot accept homemade items.

Q. *Can we accept gift cards?*

A. Unfortunately, no. There are financial reporting requirements and tax rules that prevent us from distributing gift cards to our staff. Please contact covidgifts@uw.edu with any questions.

Q. *Food or snacks were donated to our unit/clinic unexpectedly. What should we do?*

A. For health and safety reasons, donations should not be accepted unless they are screened and scheduled by UWM Advancement. The nurse manager or leader in your area should remove the items and/or dispose of them. If questions arise, contact covidgifts@uw.edu.

Q. *Someone contacted me about donating PPE. Who should they talk to?*

A. We are grateful for large-scale donations of certain personal protective equipment, such as medical grade gloves. Donors can send an email to covidgifts@uw.edu or call 866-820-1375 to learn more.

Q. *How else can people support UW Medicine at this time?*

Please refer donors who are interested in supporting UW Medicine to the following resources:

- **Kudoboard:** Share words of encouragement and support for our healthcare workers at www.kudoboard.com/boards/uwmedicine
- **Emergency Response Fund:** Donations to UW Medicine's Emergency Response Fund will accelerate an end to this pandemic and help save lives. Visit AccelerateMed.org/Heroes.

Q. *Who can donors contact with additional questions?*

A. Donors can send an email to covidgifts@uw.edu or call 866-820-1375.