

BLESSING IN a BROWN Bag *FREE* Summer Lunch Program Volunteer Information 2020

Due to COVID-19, some of our procedures have changed.

Start & End Date: Lunches will be prepared and delivered **Wednesday, July 1st through Friday, September 4th.**

Morning Prep Shift: We meet Monday—Friday. This shift is **from 8:00 a.m. – 10:30 a.m.** and will involve preparing food and packing the lunches in brown bags and putting them in the insulated bags by route. Masks must be worn while inside the church building. Before beginning to work, you will need to sign in and have your temperature taken. *If you are exhibiting symptoms of illness or have been in contact of someone who is DO NOT COME AND PREPARE FOOD.*

You will need to wear closed-toe foot wear, no bracelets or long necklaces, and long sleeves need to fit tight to the body. **We have aprons, hats, and hair nets available for your use. Our team will be washing these daily. I know many of you would prefer to wear your own from home but during this season, I would like to ensure that these items are washed after use. We will need to be hypervigilant to wear gloves and change them often. We follow ALL Health Department rules for sanitation of surfaces and food preparation.**

Delivery: All delivery volunteers must complete a Background Check Form annually. We have committed to delivery between 11:00 a.m. – 1:30 p.m. *If you are exhibiting symptoms of illness or have been in contact of someone who is DO NOT COME AND DELIVER FOOD.* Volunteer drivers should arrive at LOUMC by 10:45 a.m. and receive their routing paperwork, insulated bags full of packed lunches and ID tags. We will group residences as close together as possible to speed the delivery process. **To limit contact with people during COVID-19, if you would rather place the lunches on the porch and ring the doorbell/knock and step back (instead of handing them directly to a person) that is fine. You do need to wait to make sure someone comes to the door to retrieve the lunches and please greet the family! If they do not come to the door, phone numbers are provided on your list so you may contact the family.** If a person does not answer the door, please use one of the door hangers provided for you to note the date and time you attempted delivery and hang on the door. If we have a waitlist this year, we may enforce removing families from the program after 3 no-shows. There will also be a list back at LOUMC that you will need to record the no show information.

In addition, drivers need to return to LOUMC to return the insulated bags, route information, and return the cold packs to the BLACK freezer. Any leftover undeliverable lunches may be eaten (they are pretty yummy!) or put in the BLACK refrigerator labeled with the date.

If you are a delivery volunteer and have a conflict, please try to switch with another delivery volunteer or use the sub list. Please contact Dawn Ames (248) 563-2399 if you cannot find a sub or you have an emergency and cannot arrive at your delivery time.

Thank you so much for volunteering for this wonderful ministry. I look forward to serving with you!