

PLANS FOR OPENING COMMUNITY MEALS: Covid Protocol

St Stephen's United Church, Qualicum Beach

Plans are to open July 23rd to do a handout bag lunch/drink (11:30 am to 1:00 pm).

The Town will open the public washroom on the Veteran's Way side of the Curling Club. They will give us garbage bins to be put outside and barricades. No guests will enter the Church.

ALL VOLUNTEERS MUST BE IN GOOD HEALTH AND WEAR A MASK AND GLOVES. SIGNS WILL BE POSTED ON HALLWAY BULLETIN BOARD WITH THE RULES WE MUST FOLLOW AND A SIGN-IN SHEET SO THAT WE CAN KEEP TRACK OF ALL VOLUNTEERS EACH WEEK.

Outside:

- Volunteer will be outside helping people understand the separate entries for food and beverages and also the lineup distancing necessary.
- Sidewalks marked at 6 feet
- Signs indicating procedures to follow and location of bathroom.
- Recycle and garbage bins in place

There will be barricades placed at the entrance to the alley so no parking in the back parking lot.

Food:

- Sandwiches, cookies and a piece of fruit for the first week.
- Volunteer will pick up food from QF and Salvation Army.

Beverage: Regular coffee, tea and juice

Set up:

- Table with sanitizer will be placed outside each serving entrance (alley entrance and old lounge door)
- Table with sanitizer will be placed outside of old lounge door
- Two Tables will be placed inside at the alley entrance near library door

Kitchen:

- A Food Safe certified supervisor will be present in each volunteer pod of 5 people
- All hands washed and masks on
- Groceries unpacked and sanitized
- Wipe down counters
- Put on gloves to start food prep

- To enable appropriate social distancing, we will have 3 work areas: one at each end of the kitchen island and one in the hall at the counter facing the kitchen.
- Make sandwiches and put in bags with cookies and fruit

Old Lounge:

- Hands washed and masks and gloves on. Make coffee and juice
- Get containers for hot drinks and cold drinks up to lounge.
- Set up area in old lounge kitchen and take up coffee pots, cream and sugar and juice

Serving:

- All those who are serving or making or distributing food/drink will wear masks and gloves.
- For food, one volunteer will stand inside the door and put what bags are required on the table outside of the door for the guest to pick up. Sanitizer bottles will be available for guests and wiped down after each use. As that guest leaves, the table will be wiped with sanitizer and the process repeated for each subsequent guest.
- One volunteer will stay in kitchen to prepare more as needed
- One volunteer will go between kitchen and table by library which holds the bags. This person will restock from kitchen and also check on the drink supply in the old lounge.
- If we have food (from grocery stores/Salvation Army) to go home with guests the server will ask if the guest wants anything more. The volunteer would get the article, set it on the table, and then clean the table when it is picked up by the guest.
- The drink server volunteer will also keep everything inside, take requests, hand out the beverage container (with cream and sugar added if requested) and then clean the table.

Clean Up:

- Two volunteers with masks and gloves will stay inside to clean up. They will sanitize the washroom staff use and the kitchen and the old lounge. One or two people, wearing masks and gloves will go outside to pick up and deal with containers.

Other notes:

- Take notice to Salvation Army for their help in letting people know we are open. The volunteers will be predetermined and arranged into work pods of 5 people. Training will be provided for all who are going to volunteer to help as well as an evaluation process for good health. Community Meals program will provide gloves and masks for all volunteers.