

COVID-19 PREVENTION PLAN:

Expected Attendance & Event Type: This is a to-go style meal and the only people entering the building will be staff and volunteers. There will be 10-12 total chefs, there will be 5-7 in the kitchen at a time; 5-7 in the morning for prep and then 5-7 in the evening for cooking. Most of the chefs will be Co-op staff and we will fill in where needed with volunteers. We will have 6-8 packers for meals and desserts, who will assemble the meals into packaging in the MPR. We will have 3-5 staff and volunteers stationed outside to ensure that people waiting for a meal are following covid precautions. There will be 2 people handing out meals, 2 people bringing meals from the kitchen to the distribution table, and 1 person at the clothes drive station to distribute.

We will set up warmers and stanchions to keep a potential line orderly, along with painter's tape on the sidewalk to ensure 6-feet between guests.

Room Set-Up: We would like two 6' tables set up just outside the main doors, no chairs are necessary. We would like another table inside the lobby just outside the MPR with 1 chair. We would like 8 tables in the MPR, no chairs, and this is where we will assemble meals and pack desserts (see sketch).

In addition to the tables being set-up at an appropriate distance apart, we will:

- All on-site Co Op staff and volunteers to do an “at-home health check” before arriving onsite. This would include taking their own temperature before arrival, and taking a mindful moment to evaluate how you are feeling before leaving home. If staff or volunteers exhibit any symptoms they should stay home.
- Volunteers will be called or emailed a few days before the event, to ensure that they self check at home and arrive with the necessary PPE.
- Require masks and take a temperature check upon entry for staff and volunteers. This will be done at the table outside the building. We will have a supply of extra masks, gloves, and hand sanitizer at the check-in table.
- We will provide hand sanitizer on each table. There will be a dedicated sharpie per volunteer/staff for packing meals.
- We will have signage (English and Spanish) on the stanchions, reminding people in line to stay 6-feet apart and to wear a facial covering correctly. Along with staff members that will ensure guests follow precautions.

- We will have a supply of extra hand sanitizer, sanitizing wipes, gloves, and masks.
- We will have a sandwich board near the parking lot at front of Vets Memorial directing people to the main building ENTRANCE and including “Anyone over Age 2 Must Wear Face Covering” signage in both English and Spanish
- We will have a line outside the MPR and will mark off 8’ spacing with painter's tape, we anticipate some families and this will ensure safe distancing between groups.
- We will have people come up to the front of the VMC from the parking lot and be instructed to walk around to go back to the parking lot (see sketch). No guests will enter the building, including to use the restroom.
- All volunteers will be arriving before the start of the meal, to ensure that the main doors do not overlap with guests and volunteers arriving.