**New Covenant Center**

**Off Site Sandwich + Meal Preparation**

**Protocols**

**Sandwiches**

* Prepare sandwiches at home

        Sliced Bread/Rolls

        Cold-cuts: Turkey, ham, bologna

        Sliced Cheese and lettuce if possible

        **No condiments**

**Protocols**

**Thank you for volunteering to make sandwiches for New Covenant Center (NCC) off site during the COVID-19 crisis. We ask that you follow the following protocols while making meals and/or sandwiches at your home or another off-site kitchen:**

* **Make sure the area that you will be working in, and surface you have been working on has been thoroughly disinfected with a Clorox wipe.**
* **Gloves, aprons and face masks must be worn at all times while preparing and wrapping/bagging food. If you touch your face or skin while wearing gloves, you need to remove the glove(s), thoroughly wash your hands in warm/hot water for at least 20 seconds and put on new gloves.**
* **If you don’t have a hair net, make sure to cover your head with a clean baseball type cap) or hat. If you have long hair, please make sure your hair is pulled back or up and secured.**
* **All food must be thoroughly wrapped**
* **Do not prepare food if you are sick or not feeling well.**

**Drop Sandwiches off between 7 and 10 at listed address. Please place wrapped sandwiches in the cooler located on the front porch. Please check you name off sheet on cooler at time of deliver.**