**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 am to 94 Dabney Road. Please place wrapped sandwiches in the cooler located on the front porch. Please check you name off sheet on cooler at time of deliver.**