

# Little Brothers – Friends of the Elderly

## Holiday Meal Safety Plan

### Background

Little Brothers – Friends of the Elderly (LBFE) is a non-profit, volunteer-based organization that provides friendship and service to elderly people throughout Keweenaw, Houghton, Ontonagon, Baraga, and Marquette counties.

We celebrate Thanksgiving, Christmas, and Easter by hosting a traditional sit-down meal and providing home meal deliveries for those who cannot attend. **Because of the pandemic, we will be providing home meal deliveries only in all five counties this holiday.**

We plan to prepare and deliver 1100 meals in total throughout the five counties and will do these out of 9 locations. All sites are either licensed kitchens, or we secure a license for the day if needed.

Lead kitchen volunteers are certified in food safety and provide volunteers with direction.

We are committed to both food and covid safety to ensure the safety of all our elderly friends, volunteers, and staff on the holiday. We are following the latest CDC recommendations.

### Volunteer Information

- **Volunteers are required to always wear a face mask properly (covering their nose and mouth), regardless of vaccination status. If at ANY time, a volunteer says they cannot wear a facemask because of personal health issues, they cannot volunteer at this event!**
- Volunteers are encouraged to maintain physical distancing.
- **Volunteers will be screened on the day of the holiday:**
  - For a temperature of 100.4 degrees F or above.
  - Have you experienced any cold, flu or covid symptoms in the past 2 weeks?
  - Have you been to any crowded indoor gatherings in the past 2 weeks without covid safety precautions?
  - Have you tested positive for covid in the past 2 weeks?
  - Have you been in contact with anyone who has tested positive for covid in the past 2 weeks?
  - Is anyone in your household quarantined?

**If they have a fever or answer yes to any of the above questions, they cannot volunteer and will be asked to leave.**

### Food Prep, Cooking and Packaging

All meal sites must follow the same safety procedures as outlined. We will have a safety officer (volunteer or staff) who will enter the facility first and sanitize all surfaces. The kitchen crew will arrive by 8am and be screened by the safety officer. **Volunteers who do not pass the screening or refuse to follow guidelines will be asked to leave.**

Food prep and packaging will follow food safety guidelines as usual, including wearing gloves when handling food, changing gloves as needed, proper hand washing, wearing hair nets or head coverings, temping foods, and logging temps as appropriate.

Each meal will be packaged into 2 aluminum containers: a large container for all hot food and a smaller container for cold sides. Rolls and desserts may be packaged individually. Each meal will also be accompanied with a flower. All items will be placed strategically in a paper bag ready for distribution.

We will have several volunteers designated to bring meals with names, addresses and directions out to vehicles waiting to deliver.

## Meal Pickup

Volunteers assigned to deliver meals will arrive between 11:45am - 1:00pm. They will stay in their vehicles and **ALL PASSENGERS IN EACH VEHICLE WILL BE SCREENED** as outlined on page one. **Face masks will be available to volunteers upon request.**

**Volunteer delivery drivers must not enter the elder's home.** They should knock on the elder's door and announce themselves. The volunteer will leave the meal on doorstep and step back 6 feet for elder to safely retrieve meal to provide contactless delivery.

**The volunteer should not leave the meal if no one responds from inside.** Should this happen, the volunteer should first try knocking loudly, look for another door, and try calling the elder. **If there is still no response, the volunteer needs to call Little Brothers office to notify staff and receive direction.** The meal should be returned to either the meal site or the Little Brothers office.

Volunteers should contact our office if they encounter any challenges delivering including lack of directions, address corrections, or concerns regarding the elder.

## Documentation of all Volunteer and Elder Involvement

When a volunteer driver has completed the on-site screening, and received all instructions, they will be given meals to deliver which will include the correct number of meals per household, the elder's names, addresses, phone numbers and any directions. The meals and information will be handed to the drivers by designated volunteers.

**The volunteer driver's information will be documented and attached to a copy of the elder's information and kept for our records, so we know who delivered the elder's meal.** This is the standard procedure for every holiday and is a crucial step this holiday as well.

## Clean up and Sanitization of site

When all the food has been cooked and packaged, the kitchen crew will clean and sanitize all dishes, pots, pans, cooking utensils, surfaces and appliances using proper sanitizing procedures.

When all the meals are out the door, the rest of the facility will also be thoroughly cleaned and sanitized as instructed.

All extra food and supplies will be returned to Little Brothers' office.