



Parent Lunch Duty Checklist

Arrival: 10:45am (enter the building through the front school doors)

- Wear a mask
- Bring gloves
- Sign-in at the front office desk
- 2 parents to the parish hall (grades KFD, 1, 3, 6, 8)
- 2 parents to the gym (grades 2, 4, 5, 7)

Setup Process: 10:45am

- Set-up tables and chairs (if not done already) *Use Map
 - Gym tables will not be setup in advance

Nut Allergies:

- There is a table set up in each location for children with Nut Allergies. **Please use a separate rag to clean these tables.**

Supervision: During Lunch Sessions

- All students should remain in their assigned seats
- Grant students permission to use the restroom (no more than 3 students at a time)
- Lunch room volume should be at a level 2-3 (no screaming/etc)

Cleaning Process: After each lunch session

- Encourage students to clean up their trash as they finish lunch
- Wash each table and chair/seat after each lunch session, using the blue cleaner and a rag that will be on the carts.
- Use the brooms/mops to help with any spills on the floor

After the last lunch session:

- Fold up tables/chairs and put them against the walls
- Sweep up any trash/mop any spills

