

[Every cafeteria volunteer is required to complete the following waiver as soon as possible. You must click on the links to the Volunteer Procedures and Hand Washing Guidelines before you can complete the form.](#)

FILL OUT GOOGLE FORM

Our principal, cafeteria manager, and staff have been working tirelessly to determine the best way to run the cafeteria in light of COVID. You will be receiving an email tomorrow with more details about what lunch will look like for your students, but we wanted to let you know what lunch will look like for our volunteers! Please read the information below. We also put together a video to show you step by step where to go and what to do when you volunteer in the Boone Cafeteria.

HOW will we be serving?

All lunches will be boxed and placed on tables before students enter the cafeteria. Students will not be going through the lunch line. The cafeteria staff will pre-box the cold lunches in the morning before we arrive. These will be ready to go in the refrigerator.

We will have 4 volunteers serving hot lunches into boxes. One cashier volunteer will enter the purchases for the day into the cash register system. This cashier plus one additional volunteer will likely also assist with placing the meals on tables in between grade levels. The cafeteria staff and aides will also assist with placing lunches and sanitizing tables between grade levels. Thank you for being ready and willing to step in wherever/however you are needed!

WHO will be serving?

Some shifts currently have more than 6 volunteers signed up (since our normal cafeteria operations require 8-9 people). Day Captains will reach out to you to determine who will work each shift. If you are not one of the 6 volunteers for that day, please keep that day open on your calendar as a sub if the need should arise. If you are not able to volunteer one month because there are more than 6 volunteers, you'll be given the first opportunity to volunteer the following month.

WHEN will we be serving?

The lunch schedule has been extended in order to keep class cohorts together and allow for proper sanitization between groups. Because of the new schedule, each shift will be from 10am – 1:15pm. I cannot stress enough how IMPERATIVE it is that EVERYONE BE ON TIME for their shift! We have to have lunches boxed and on tables for about 80 kids by the time they step in the cafeteria at 10:30. Checking in at the front office will also require a few minutes.

WHAT will be required to serve?

All volunteers will be required to:

- Stop at the front entrance, scan the QR code (use the camera app on your phone) and fill out the COVID symptom/exposure survey before entering the school
- Check in at the front office, get a security badge and have your temperature taken.
- Please bring your own mask and hat/visor. The cafeteria will only have hairnets if you forget your hat or visor.
- Wear closed toe shoes.
- Boone will provide disposable gloves, aprons, and a hairnet (if you forget your hat/visor). Boone will also provide a re-useable face shield if you have to assist in the cafeteria where the children eat. You are welcome to bring your own face shield if you wish.
- Wash your hands in the cafeteria before putting on your gloves. Change your gloves frequently... any time you touch your face, hair, mask, and in between grade levels. Wash your hands between glove changes.
- Leave as many personal items as possible at home. Cell phones, purses, and drinks will not be allowed on the serving line. These must remain in the lockers at the back of the cafeteria.
- If you must check your phone, you must remove your gloves, leave the serving line to retrieve your phone, wash your hands upon returning and put on a new pair of gloves.
- Volunteers will not be allowed to visit or interact with students during lunch. We will have to be satisfied with watching and waving from a distance for the time being.

SignUp.com

This year we will be using [SignUp.com](https://signup.com) to manage our volunteer shifts, reminders, etc. If you're familiar with VSP, this system will have many of the same features. You will receive email and text reminders about all of your scheduled shifts. Please keep in mind that you also need to confirm with your day captain that you are coming to a shift (and she/he will manage which 6 volunteers are coming each time if there are more than 6 assigned to your shift).

We need to follow the guidelines to help keep our kids, teachers, staff and each other safe, and do all we can to help keep our school OPEN!

Boone Cafeteria training video

<https://youtu.be/2ssUNq7oYLE>

Thank you all so much in advance for your time, flexibility and grace this year as we navigate a complicated situation. We are so fortunate to live in this district and be a part of this new Boone Bulldog family!

With gratitude,

Lyndal Greth

Boone Cafeteria Volunteer Chair

214-535-3340

Blythe Koch

Boone PTO President