

Grab and Go Guide – August 2020

This guide describes how the Dorothy Day kitchen will be operating as of August 1, 2020. In the current environment, everything is subject to change. As things change, the guide will be updated and redistributed.

Meal Planning

There are two options for food preparation:

1. Prepare 60 hot meals to be served in clamshell containers and assemble 55 additional sandwich bag meals (75 additional bags on Saturdays and Sundays).
2. Serve sandwiches brought in by your crew and/or the sandwich volunteers. Assemble them into 110 sandwich bag meals (130 bags on Saturday and Sunday).

In either case, you need to coordinate sandwich preparation with Lynn Taborsak at ddhhsandwiches@gmail.com. Your crew can make sandwiches or you can have them delivered by the sandwich volunteers. Please contact Lynn **at least a week in advance** so the right number of sandwiches are on hand.

General Notes

- You will not need a large crew and you should not have a large crew to maintain social distancing. There should be no more than five volunteers at the kitchen.
- Please arrive no later than 2pm as donations will begin arriving at that time.
- Upon arrival -- Make up new spray bottle of disinfectant (2 tablespoons bleach and fill remainder of spray bottle with water) and spray down all countertops and frequently touched areas
- All volunteers wear masks and gloves at all times. Wash hands and put on gloves. Follow standard food safety procedures regarding changing gloves –change gloves when changing tasks – ex after taking out garbage
- No guests enter the kitchen, not the bathroom, not anywhere, not any time. We have enforced this policy very successfully since March, and it has proven to be not that difficult to follow.

Donations

- Should come in from 2pm and 3pm
- Lynn Taborsak coordinates an army of volunteers who make sandwiches at home, and those people deliver the sandwiches to DDHH from 2:00-3:00 daily. People interested in making sandwiches should email ddhhsandwiches@gmail.com vs Lynn's personal email
- We are now accepting donations from our wish list – a current list of things we need will be posted on the website and next to the phone.
- If donations come in after you have started serving, you may want to receive them through the door in the back dining room.
- Put new sandwich donations in trays and label them with today's date

Phone

- Check answering machine and return any messages – please note that info on donations and volunteering is on the website (www.dorothydaydanbury.org) so you can refer people there
- If people call regarding shelter, our shelter is currently closed – the only way to get into emergency shelter right now is to call 211 – you will get an appointment to talk to a social worker from Catholic Charities and may get into the motel

Bag Assembly – Bags with sandwiches only

- Check refrigerator to see if there are any bags from previous day – serve these first
- Assume that Super 8 will need 30 bags. I have asked them to call the DD number at 2pm if that changes.
- Colby Crews 203-512-4141 from Kimberly Place will take 20 bags on Saturdays and Sundays only (other days no bags). He will call if they don't need bags on a Saturday or Sunday. These bags are same as regular bags except no bottled water.
- Assume 80 bags at door.
- Determine how many bags you need: ex 80 at door + 20 to Kimberly Place +30 to Super 8 – 10 leftover bags in refrigerator in refrigerator from previous day = 120
- Volunteers can assemble bags on main table. It's best to have two people working – one on each side.
- Bag contents -- water bottle (except Kimberly Place), banana or fruit, granola bar or cookies, chips, napkin and 2 sandwiches. The "extras" we have varies day-to-day. If we have an enormous amount of sandwiches (ex 12 trays when you come in), put 3 sandwiches in a bag

- This is obvious, but use oldest sandwiches first in bags.
- If you need to make more sandwiches, there is bread in the freezer and plenty of peanut butter and jelly. We will also keep some cold cuts in the freezer (you can quickly defrost this by placing the cold cuts in a large pot and running hot water over them).

If you are making hot food (if you are serving sandwiches only, ignore this section):

- If you want to prepare hot food, the basic process is the same as before. You are free to use anything in the freezers, refrigerators or shelves at Dorothy Day or you can bring your meals in (as before, we have gift cards available – just ask me for one – or we will reimburse you for anything you spend). If you plan on using food from Dorothy Day, please come down before and make sure we have what you are looking for as our supply has been diminished.
- These numbers may change, but as of right now, plan on making exactly 60 meals.
- Due to limited refrigerator storage space, do not leave any leftover food or meals in the refrigerator. I repeat – **do not leave any leftover food or meals in the refrigerator**. Either take it home or throw it out.
- Start by assembling 60 bags as described in the “Bag Assembly” section above – except include one sandwich instead of two and a plasticware set (we have pre-packaged plastic forks, knives, spoons and napkins) . Put these bags off to the side.
- Prepare your hot food. As people come to the door, put hot food into clamshell boxes. Put the clamshell in the bottom of a plastic grab and go bag (note that we have larger bags that will accommodate a clamshell lying flat on the bottom of the bag – so it won’t spill). Put the prepacked bag with sandwich and other stuff in the large bag on top of the clamshell and serve. So you are using two bags – one inside the other.
- You should also make up to 50 more bags with sandwiches only – 30 to take to the Super 8 and 20 in case there are more than 60 guests at the door. Reduce the 50 by any leftover grab and go bags that are in the refrigerator when you arrive (for example if there are 10 leftover bags in the refrigerator, you only need to make 40) .

Breakfast Bags – Monday, Wednesday, Friday and Saturday’s only – other days ignore this section

- 60 Bags are made on Mondays, Wednesdays, Fridays and Saturday’s
- Bag contents – Cold cereal, small milk, small orange juice, spoon, napkin, granola bar, fruit (preferably banana). May also include pop tarts or other things.
- Milk and orange juice are in the new cooler we have in the back dining room. Please check expiration dates and use oldest drinks first.
- Very important – put breakfast bags in boxes and place in correct areas of refrigerator. Place 3 (or 4) in refrigerator nearest the stove on the side nearest the stove (where the milk usually goes. You can stack boxes one on top of another). There is a sign on the outside of the

refrigerator where the boxes go. Place remaining boxes on the bottom shelf of the other refrigerator. There is also a sign there.

- Volunteers from the city will pick them up the following morning to take to Super 8.

Serving at the door

- No guests enter the kitchen, not the bathroom, not anywhere, not any time
- Push a 6 ft table half way out the front door to insure 6 ft separation. Stand behind the table.
- Put out baked goods and anything else you want to give out on the table
- Ask guests to sanitize hands before approaching table
- Guests should have on masks when they appear at the door. If they don't have a mask on, ask them if they have a mask, and if so to put it on. If they need masks, give them one. If they want an extra mask, they can have one. We have lots of masks.
- Start serving whenever you are ready – no later than 3pm. Many groups open early.
- We don't want anyone to go hungry, but we don't have an unlimited supply of sandwiches and we don't want to give out bags that will not be used. Don't automatically give two bags to each person appearing at the door. It's a good idea to put one bag out on the table and have single guests ask for a second bag. Always ask neighborhood families how many bags they need.
- Guests can have extra water if they ask. However, it's a good idea not to have large open cases of water right next to the table. Use the smaller bottles for extra water. Our supply of water is not unlimited.
- Give juice boxes to families with kids – sometimes there is ice cream or ice pops in the freezer.
- If guests ask for socks, toiletries etc, you can look for them and give them to guests – just as we were doing before
- We want to keep track of how many bags we give out at the door. You can either keep a tally sheet or just count how many bags are left and subtract from the number of bags you started with.
- Serving ends at 4:30

Face Shields

- We now have a number of clear face shields. You can wear one if you are serving at the door (in addition to masks).
- Face shields can be cleaned and reused. Rinse with water and use sanitizer solution.

Other things to do

- If mail comes, date it with current date and put in guest mail folder. Distribute mail to guests if requested (ask for ID if you don't know the guests).
- Refill sanitizer solution outside front door if required. We are using Novo Foaming Instant Hand Sanitizer.
- We now have an extra long cord on the phone so if any guests need to use the phone (to call 211 for example) they can stand outside the back door and use the phone.
- Go through bread on bread rack and throw out old and moldy bread. Any thrown bread (including moldy) except baguettes should be put in a black garbage bag and left just inside the freezer room for the farmer to pick up
- Empty trash – same as before – regular garbage goes in dumpster nearest the curb – cardboard and other recyclables in DD Recycling Dumpster in back (next to the shelter).
- Empty garbage cans out front if necessary

A/C

- Air conditioning is set to cool to 72F from noon until 7 pm. From 7pm until noon the next day the cooling setpoint is 76F. There is no need to adjust this.
- Do not turn on exhaust fans in either room (this would exhaust the air conditioning)
- You can turn other fans if you like

Boxes

- We need three boxes to take donations to Super 8, two boxes for Kimberly Place (Saturdays and Sundays) and six boxes if you are making breakfasts. Therefore, don't let the boxes run low. If there are less than 10 empty boxes on hand,, please bring boxes back to DD after unloading at Super 8. Please keep next days requirements in mind before ripping up boxes and putting them in the dumpster.

End of Day

- Clean and sanitize all surfaces – use solution you prepared upon arrival
- Volunteers can leave when they are finished – no need for them to stay until 4:30
- Deliver sandwiches to Super 8 (please return boxes if need them) – 3 Lake Ave Ext

- On Saturdays and Sunday, deliver sandwiches to Colby at Kimberly Place – 19 Main St Danbury – just past Price Rite. Call Colby (203-512-4141) when you are about to leave so he will be outside when you arrive
- Note numbers of bags given out – and anything else – in log book
- Send Email at end of day to Lynn Taborsak (ltaborsak@gmail.com), Joe Simons (joesimons@yahoo.com), Pete Lavelle (PeteL6741@comcast.net) and Ken Ballard (kenballardsr@yahoo.com) and next day's coordinator – an updated list will be posted at the front of the log book
 - # Bags given out at door
 - # Bags to Super 8
 - # Bags to Kimberly Place
 - # Breakfasts prepared
 - # Sandwiches in refrigerator
 - # Leftover bags in refrigerator
 - Anything else that happened during the day (ex big donation)

Contacts (just in case)–

Danbury Health Dept – Jerome Roberts – 203-912-0202

Danbury Health Dept – Denise Chance -- 475-204-7839

Super 8 Front Desk (if you can't reach either of two above) – 203-501-1525 – ask to speak to someone from City Health Dept

Joe Simons (weekdays) – 203-482-6359

Pete Lavelle (weekends) – 203-942-4429