



Ronald McDonald House—Guidelines for Meal Program Volunteers

Volunteer Requirements for the Health, Safety and Well-Being of All

- **Volunteers may be asked to show proof of being fully vaccinated against COVID-19 when checking in.**
- **Volunteers may be asked to complete a verbal health questionnaire when checking in.**
- Exposure to infectious and communicable disease represents a serious health threat to families at the House. All volunteers must be completely healthy with no symptoms of illness **within 72 hours** of volunteering. Symptoms of illness include sore throat, runny nose, coughing, sneezing, watery eyes, fever, chills, unexplained rashes, general aches, nausea, vomiting, or diarrhea. Volunteers should stay home if they have been exposed to a communicable illness such as COVID-19, chicken pox, shingles, measles, tuberculosis, hepatitis, or E. coli, or have been vaccinated with a live virus.
- **Volunteers must always wear surgical-grade facemasks while at the House.** Participants are asked to bring masks. We can also provide a mask.
- Anyone with allergies must be able to control all symptoms with medication. Otherwise, they should stay home.
- Volunteers must be age 16 or older. No one under the age of 16 may accompany the volunteer group. Teens must have had chickenpox or been immunized for chickenpox. There must be a 2:1 ratio of adults to teens.
- A **maximum of 6 volunteers** may participate.
- We welcome volunteers, staff and families of all backgrounds, races, and religions. Please exclude any personal religious influences while on-site to ensure a welcoming space for all.
- Volunteers are asked to not exchange personal information with or solicit services to our families.

Preparing to Volunteer:

Review the checklist below before committing to participate. Checking all boxes means you meet our current participation requirements.

- I am fully vaccinated against COVID-19 and will be prepared to show proof of vaccination on site.
- I will bring and will wear a facemask while volunteering.
- I understand that I cannot be sick or have symptoms of any kind 72 hours prior to volunteering
- I am at least 16 years old.
- My group has 6 volunteers (or fewer) and there are at least two adult participants for every minor in the group.

Time Schedule

Arrival time: 1:00pm unless otherwise arranged.

Departure time: Volunteers depart when the kitchen is clean. In general, it is a 3-hour time commitment.

Location, Parking, and Protocol for Meal Program Volunteers

- **House A:** 5130-40th Ave NE, Seattle, 98105. Currently, we are only opening the House A kitchen. We hope that groups that previously cooked at House C will consider cooking at House A. We can assist with planning economical meals.
- **Parking:** Street parking is recommended. Garage parking is available at House A.
- **What to bring:** Food, spices, and condiments. The House will provide all equipment including **gloves**, pans, thermometers, ice, and to-go containers for portioning into individual boxed meals.
- **Arrival and Check-in Requirements.** All volunteers must check in at the front desk. If your car has groceries to unload, pull forward in the drive thru. Ring the buzzer to be admitted into the lobby where a member of the culinary staff will greet your group. Team lead fills out the contact and donation section of the Donation/Group Sign-In form. All volunteers sign in on the bottom of the form, make a nametag and apply hand sanitizer
- **Once check-in is complete:** Culinary staff will assist with unloading groceries and transporting the groceries to the kitchen

- **Photo policy:** Photos of your group and the House are allowed, but no family members may be included in photos.
- **Supervision:** Culinary staff will provide assistance throughout meal preparation

Team Lead Expectations

- Team lead is responsible for organizing team, planning menu, providing team members with volunteer and food safety guidelines and for ensuring that all members of the team are fully vaccinated.
- **Email Reminder and Confirmation:** The [Meal Program Coordinator](#) will email a reminder to the team lead one to two weeks prior to the event requesting confirmation of the date and the planned menu.

Menu Planning and Meal Service

All food must be prepared on-site or purchased from/or prepared in a commercial kitchen such as a restaurant, catering facility or grocery store. Food handling or preparation may not take place in a home kitchen.

Due to Covid-19 safety protocols, **we are not serving buffet style at this time.** Instead, the food you prepare will be cooled and packaged into individual, microwavable containers and then refrigerated for families to enjoy at their convenience. We are asking families to not gather in social areas of the House so many families will eat in their rooms. Likewise, volunteers should not plan to eat on-site as part of participating in the Family Meal Program. Though you may not see many families while you're at the House, be assured that the food you make will be eaten and appreciated!

Number of people to serve: The Meal Program currently provides dinner to 100 residents a day. An average cost is \$5.00/meal

Food Allergies: Know your ingredients. Some of our families may have questions or concerns about food allergies or sensitivities.

Prohibited foods:

- Non-pasteurized juice and milk products
- Raw seed sprouts, such as alfalfa sprouts
- Undercooked meat, fish, or eggs
- Alcohol: No alcohol may be brought to the House, including the use of it as an ingredient in on-site food preparation
- **Non-pasteurized eggs unless the eggs are incorporated into baked goods.**

What to serve: Well-rounded meal with an entrée, a side to accompany the entrée if appropriate, and a vegetable or salad and/or fruit. Desserts are enjoyed but not necessary. It is fine to purchase a prepared dessert such as cookies or cupcakes. **No beverage** is necessary. Please consider the following:

- Fresh fruits and vegetables
- Family-style comfort food
- Variety: please consider something other than spaghetti or tacos.
- Check the [online calendar](#) to see what has been served previously to avoid recent duplication. Let us know if you need help with your menu.

Food Safety Guidelines

Food safety is especially important for the children living at the Ronald McDonald House. Children with weakened immune systems are more at risk to infections brought on by disease-causing bacteria that contaminate food. To avoid this, we must be especially cautious when handling, preparing, and transporting food. **Culinary staff will provide food safety instructions including the following:**

Washing Hands and Wearing Gloves

- Wash hands often and well. Clean hands are the most important food safety tool.
- **Never touch food with bare hands.** Wear gloves and use serving utensils.
- Limit cell phone use while in the kitchen. If you use your phone, change gloves afterwards.

Cleaning and Sanitizing Surfaces

- Clean and sanitize all food preparation surfaces before using, in between the preparation of different foods on the same counter, and during final clean-up.
- Use the supplied DZ-7 sanitizer spray and paper towels to clean work surfaces. When using DZ-7, dry surface thoroughly before using.

Note: DZ-7 is not safe for dishes, utensils, or any equipment that will come in contact with food.

Observing Proper Food Temperatures

- Thermometers are provided. Culinary staff will assist with checking food temperatures.
- Cook foods to proper temperatures (see below)
- All meats must be fully cooked (well done).
- Sauté raw chicken pieces before adding to casseroles for final cooking.
- Transport perishables (i.e meats, cooked starches, cut fruits and vegetables) in coolers on ice.

165° poultry, casseroles, stuffed foods, reheated foods

155° ground meat, sausage (without poultry), egg dishes (eggs: yolks and whites' firm)

145° steak, pork (not ground), fish

135° vegetables that will be hot-held, packaged ready-to-eat foods (canned chili, soup, hot dogs)

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