

PTO Lunch Program 2021-2022

The Closter PTO



Dear PTO Lunch Program Volunteer,

We would like to thank you for supporting the PTO Lunch Program!

Your participation and commitment are vital for keeping the program successful and viable.

Due to the unique circumstances of this school year, the PTO Lunch Program had been modified to adhere to Covid-19 policies. Please carefully review the program's guidelines and logistics:

Guidelines for All Volunteers:

- Each volunteer is committed to ONE SPECIFIC WEEKDAY in Hillside or Tenakill, for the duration of the school year, PLUS one stand-by day (in either schools)
- Volunteers must be fully vaccinated for Covid-19 (vaccination dates will be recorded), adhere to the same Covid-19 guidelines as HES and TMS students and staff, and wear a mask at all times
- Volunteers must wear gloves while handling and distributing food
- Volunteers are responsible for keeping all materials, baskets, serving surfaces, etc clean. Hygiene is key every year, and this year even more so!

Daily Logistics for All Volunteers:

- Check in at the office + submit Health questionnaire
- Count and confirm correct number of meals has been delivered
 - Lunch Day Co-Chairs will contact restaurants if any items are missing
- Place hot meals in insulated container

Daily Logistics for HES Volunteers:

- Lunch Program runs from 11am-1pm, all students eat lunch in their classrooms
1. Sort meals into classroom baskets + school program milk
 - a. Place sticker with student's First Name + Last Name Initial on each meal
 - b. Include utensils and sauce packets if needed + napkins for all meals
 2. Deliver basket to classroom: please note volunteers may not enter the classroom, please knock on the door, and inform the teacher/para lunch is at the door
 - a. If the teacher/para are not in the classroom please leave the basket at the door
 3. Collect empty baskets

Daily Logistics for TMS Volunteers:

- Lunch is served at the gym, Program runs from:
 - 10:20am-12:35pm on Monday and Wednesday
 - 10:30am-12:50pm on Tuesday, Thursday and Friday
1. Set up serving areas as spaced as possible to facilitate social distancing, place sign of restaurant + last names for each area if applicable (i.e: Ray's A-L, Ray's M-Z)
 2. Set up one table for snacks sale (see separate guidelines for snacks sale)
 3. Provide each student with their meal and napkin + utensils and sauce packets if needed