



3/13/2020 **NOTICE**

TO: All Interested Parties

RE: Change in Operations Due to COVID-19

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In response to the recent Coronavirus outbreak, Shalom Ministries will immediately alter the way food is delivered to our guests. Meal serving inside our facility will transition to giving free meals to-go at the Howard Street entrance door (227 S Howard St). Our meal serving times remain the same (Monday through Thursday) as in the past. This means that our guests will no longer be able to gather and sit inside the facility after receiving meals through our serving line.

Although Shalom Ministries has long kept their commitment to provide hospitality and food to our guests, this change is necessary to minimize and help prevent the spread of COVID-19.

All meals will be prepared "to go."

There will be no serving line or open plates of food as in the past. (This eliminates the risks posed by having servers and guests stand close to and across from each other and breathe over the food being served.)

Our new procedure will start Monday morning at 7:15 am for the breakfast meal and continue for all meals during the next two weeks. These procedures will be re-evaluated after the two week period.

Recommended Procedures:

A volunteer monitor will stand near or outside the Howard street entrance to greet people and advise them of the operations change. Participant guests wishing to receive food may enter the building at 221 S Howard & use the following procedure:

1. Use hand sanitizer just inside the door;
2. Give their name for a volunteer to write down. (we ask for last names, to assist those health professionals to track a positive virus);
3. Receive a brown bag lunch and immediately leave the building OR if necessary;
3. Go downstairs to Use the bathroom (if needed); wash hands, then;
4. Walk directly to the service line and receive a to-go package, which is packed in a brown bag and, Leave the building by the same entry door.