



**Ronald McDonald
House Charities®**
Kentuckiana

www.RMHCK.org · 502-581-1416
550 S. First Street · Louisville, KY 40202

Adopt-A-Meal Update - COVID

Thank you so much for volunteering to participate in our Adopt-A-Meal program! Our families truly appreciate this service.

Due to the nature of the coronavirus pandemic, we've made some recent changes to our meal program.

- Group size is limited to no more than 8 people to allow for social distancing in our kitchen.
- Properly worn masks must be worn when entering the House and at all times throughout the building. They are provided onsite for your convenience.
- The following questions must be asked of each volunteer prior to their arrival. If a prospective volunteer responds "Yes" to any of the wellness check questions, they shall not enter the program facility.

Wellness Check Questions

1. Do you currently have an elevated temperature of 99.4°F/37.5°C or higher, cough, sore throat, shortness of breath or other flu-like symptoms, such as nausea, vomiting or diarrhea?
2. Have you been diagnosed with COVID-19 by a medical provider?
3. In the past 14 days, have you had close contact with a person who has been diagnosed with COVID-19 by a medical provider? Close contact is defined as being within 6 feet/1.8 meters for 10 minutes or more or living in the same household.
4. Have you been told by a healthcare provider or public health official that you should self-quarantine due to potential COVID-19 exposure(s) or that you are suspected of having COVID-19?

Adopt-A-Meal Guidelines

Updated 12/2020



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Planning Your Meal

- Once we have confirmed your meal date, if you need to cancel for any reason please contact us as soon as possible. The more notice we have the more likely it is that we will be able to fill that date.
- When our House is full, plan on preparing dinner for approximately 60-75 people and brunch for 30-40 people. We encourage you to call our front desk, 502-581-1416, a few days in advance to get a better idea of how many people are staying at our House.
- We cannot estimate the number of children that will be in our House or their sex/ages. Our families check in/out every day and for the most part the children are in-patient. We sometimes have siblings or out-patient children, but we will not know that ahead of time. Please note that currently we can have up to 56 families at a time and it is important to not provide one family with special treatment (i.e. giving money, gifts, transportation, etc.). If any family requests these from you, please let the manager on duty know.
- **For the health and well-being of our families ALL food must be prepared in our Commercial kitchen or in an outside commercial kitchen. Any store-bought items should be in unopened containers and all produce should be brought in whole.** Dishes cannot be prepped at home. Refrigerated food should be cold when brought in and frozen food should still be frozen solid. If you have any questions about this please contact us before you come to prepare a meal. Our pantry is well stocked with canned goods and non-perishables for you to use as needed. If you have forgotten anything, please ask us for assistance.
- **If picking up food prepared in a commercial kitchen, please pick it up on your way to our House or have it delivered.**
- Please limit the **size of your group to no more than 8 people.** (This includes adult chaperones if there are youth with your group.) This helps maintain the atmosphere of peace and quiet that our families need in this stressful time. **Children under the age of 10 are not permitted** in the kitchen area due to the nature of the tasks involved with preparing the meal. **Children under 16 years of age must be supervised at all times.**
- Plates, bowls, utensils, glasses etc. are available at our House; you do not have to provide these. Also, there are drinks such as coffee, milk, and Coca-Cola products available at the House so you do not have to provide beverages. However, if you would like to make iced tea, lemonade, Kool-Aid etc. you are welcome to do so!
- Dinner is served at approximately 6 p.m.
 - Please arrive between 4-4:30 p.m. for orientation. **Early arrivals will not have access to the kitchen space.**
 - Food is set out on buffet line from 6-7 p.m., Food and Buffet clean-up is from 7-8 p.m.
 - The kitchen shall be cleaned up and closed no later than 8 p.m.
- Brunch is served at approximately 10 a.m.
 - Please arrive between 8-8:30 a.m. for orientation. **Early arrivals will not have access to the kitchen space.**
 - Food is set out on buffet line from 10-11 a.m., Food and Buffet clean-up is from 11-12 p.m.
 - The kitchen shall be cleaned up and closed no later than 12 p.m.

Welcome to Our Kitchen

- You can park in our free parking lot located on 1st Street at 550 S. 1st Street, across from our front entrance.

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- Groups should arrive together as much as possible. Please refer to the arrival times in the above section.
- Before you begin please take a few moments to prepare not only yourself but your surroundings:
 - Please help us protect our families and DO NOT come if you have a cold or if you have been exposed to any other communicable disease.
 - Wear closed-toe shoes.
 - Tie back long hair and/or wear hats. Wear facial nets for beards.
 - Wear gloves when handling and preparing food.
 - Wear provided aprons
 - Clean the area in which you will be cooking, the buffet, and dining room tables with disinfectant.
 - Wash your hands. Please continue to wash your hands frequently especially after touching raw meats or before handling any ready-to-eat foods.
- As you prepare your meal, keep in mind basic food preparation ideals:
 - Keep raw meats away from other foods.
 - If raw meat spillage occurs on your cooking space, disinfect immediately with spray and paper towels.
 - Wash cutting boards, knives, counters, and other utensils with detergent and hot water immediately after you use them with raw meat or poultry.
 - Hot foods should be kept hot, and cold foods kept cold. Foods should not sit at room temperature for more than two hours, please use the food warmers to ensure that the food stays hot.
 - Use disposable gloves anytime there are cuts, abrasions, or band-aids on your hands.

Serving Your Meal

- Meals are served buffet style. Please use the warmers to ensure the food stays at a safe temperature throughout the meal.
- Coffee and milk are available for families. There are Coca-Cola machines with assorted products families can purchase at a reduced cost.
- When bringing condiments, please check kitchen fridges first to see if there are any open bottles and put those bottles out first. We can put unopened bottles in our pantry.
- Let the Guest Services staff or Program Coordinator know when you are ready to serve your meal. An announcement will be made to the families to let them know dinner/brunch is being served.
- Please be aware that not all families arrive at the same time to eat. Families will slowly trickle in as the evening/morning progresses. Many enjoy having the leftovers for a late dinner or lunch the next day. Leftovers rarely go to waste!
- Feel free to join the families for your meal, most of them enjoy the chance to visit. (Please allow the majority of families to serve themselves first to ensure there is enough food.)

Cleaning up Your Meal



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- Gather trays, plates, and utensils as families finish their meals. Scrape all remaining food into the garbage. Place items in their dishwashing caddy trays and run through our Commercial dishwashing machine.
- When the meal is done being served, please individually package the remaining food into sealed containers. We provide several sizes of containers and labels in our walk-in pantry area. Please fill the containers with a single serving of a single items (entrée, sides, salad, fruit, etc.). Then label the outside of the container with the contents and date prepared. Additionally, there are assorted Ziploc size bags available for items such as cut up veggies & fruit, sandwiches, etc. Place the leftovers in the “Help Yourself” fridges. Even hot food should be placed in the fridge to ensure that it cools as quickly as possible.
- Baked goods can be left out on the counter, but please make sure they are securely wrapped in plastic or aluminum foil or kept in a sealed storage container.
- Please take the garbage out after the meal. We have a dumpster out the service entry door, down passed the play area, in the alley.
- Wipe down counters, stoves, tables, and wipe up any spills from the floor. Please leave the kitchen at least as clean as you found it.

Tour

- If you would like a tour of the House, just ask us - we would love to show you around!