



## Lunch Bunch Check-in Procedure

### Arrive at 10:15am

You will be stationed at the front check-in desk from 10:15-11:30am. The front table will have: Money envelope, contact tracing list, hand sanitizer, and menus available for the month. At this time we are still requiring masks.

### When checking in:

- Greet with a warm welcome!
- Take the \$3 donation, giving any change needed. *Note: Some seniors will pay a little more or less, or might not be able to give anything. This is okay.*
- Write down the senior's name and donation amount on the front of money envelope, then check off their name on the contact tracing clipboard.
- We plan for 30 meals each day. If a senior arrives after we have reached 30 people, check with the kitchen manager to see if there are any meals available.

### If a Senior is brand new:

- Lunch Bunch is open to anyone age 60 and older who is fully vaccinated (has completed their 2nd COVID-19 vaccination).
- On the last page of the contact tracing clipboard, write down their full name and phone number.
- Take a photo of their vaccination card and email to [betsy@third-space.org](mailto:betsy@third-space.org).
- Encourage them to find a seat anywhere. The coffee, tea and water stations are self-service. Volunteers serve the hot meals directly to the table.

### At 11:30am:

- If you are not staying for lunch, put the money envelope in the Program Manager's office, or slide under the office door when you leave.
- If there are meals available, you are welcome to join for lunch! Keep an eye on the door as you eat. Some seniors arrive as late as 12pm. Lunch is served on a first come, first served basis, so always check with the kitchen manager to see if there are meals available for latecomers.

Thank you for volunteering!