



311 Willow St. San Jose, CA 95110 TAX ID: 91-2091094

Volunteer Guidelines

Here is some basic information about volunteering at Martha's Kitchen.

1. When you do come, please wear closed toe shoes. No sandals. No flip flops. This is for your safety and the safety of those around you.
2. While not mandatory, we suggest you wear a baseball cap or other hat to cover your hair. We are in the food business and if you don't wear something to cover your hair, then we will provide a hairnet for you to wear.

Notice to All Volunteers regarding COVID-19

Martha's Kitchen will remain open, as we are considered an "essential service" in that we supply food. That said, we really need the help of our volunteers in order to keep Martha's Kitchen running. During this time, we have implemented the following protocol:

1. Nobody will enter the building other than employees and volunteers. We are not letting clients into the building, not even for the bathrooms. Our meal service is being provided as "to go" service to our clients for their meals.
2. Everyone entering the building is being tested for temperature. Anybody testing at or above 100.0°F will be sent home. This is being done to ensure nobody with a fever is being allowed to enter.
3. Work is being set up with more distance between volunteers and employee workers. We have set up more tables to do our work so people can work at their own table, or the larger tables will still allow us to respect the 6' distance protocol.
4. We are sanitizing our tables repeatedly, including edges and other parts that otherwise might sometimes get missed in our cleaning. We are using an additional step of sanitizer in addition to our normal cleaner/sanitizer that we use. This ensures complete destruction of any virus that might linger on a surface.
5. Face covering is now required. If you do not have anything to cover your face, we will give you a mask to wear, but masks are limited, so if you can bring something of your own it would be most appreciated. We are reminding people to not touch their faces, as well as to be aware that touching a cell phone brings contamination and asking folks to change gloves and wash their hands after touching their cell phones.

We hope you will continue to join us as a volunteer. We need your help now more than ever. Mornings are in greater demand than afternoons, but we still need help in the afternoons as well.

Thank you,

Bill Lee, Executive Director
Martha's Kitchen
311 Willow Street, San Jose, CA 95110