



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

March 17, 2020

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. The Church is closed. The school is closed. 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. Masks are not being encouraged, but should you choose to wear one that decision will be respected. 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 both morning and afternoon volunteers on Tuesday and Wednesday, though we need morning volunteers probably even more so right now. If you have any questions please feel free to reach out to me via email or call my cell phone.

Thank you,

Bill Lee, Executive Director
Martha's Kitchen
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