

TO BE SIGNED & RETURNED WITH PREPARED SANDWICHES

**St. Stephen Presbyterian Church
Sanitary PB&J Sandwich Preparation Requirements and Prescribed Procedures**

These sandwiches are being prepared for inclusion in sack lunches being delivered to the Presbyterian Night Shelter for consumption by their residents. Because these sandwiches are being prepared in home kitchens, particularly at this time of concerns about the coronavirus, it is of extreme importance that all participants follow these strict requirements and procedures:

1. First and foremost, **if you have reason to believe you have been infected with the coronavirus, or believe you have been in contact with someone who may be infected, or if you have a fever or are feeling ill**—particularly if you are experiencing **any cold or flu-like symptoms** (e.g., fever, cough, aches, digestive issues), **DO NOT PREPARE OR HANDLE SANDWICHES.**
2. Kitchen countertops and all surfaces potentially coming into contact with the sandwiches or your hands while preparing the sandwiches must be thoroughly cleaned with a disinfectant.

If using the disinfectant provided:

- Spray surfaces thoroughly, 6-8 inches from surface; do not breathe spray.
- Allow surfaces to remain wet for 10 minutes.
- Wipe surface dry with a clean paper towel.
- Thoroughly rinse with clean warm water and clean paper towel.

If using an alternative disinfectant, follow directions provided by manufacturer.

For extra sanitary protection, consider preparing sandwiches directly on clean paper towels placed on your disinfected countertop or other prepared surface.

3. Because of the likelihood the peanut butter and jam/ jelly jars will be handled during the preparation process, clean the outside of the containers by:
 - Wiping them thoroughly with paper towel sprayed with disinfectant, and
 - Rinsing them wet paper towel.
 - *Also, consider wrapping jars in clean paper towel as extra sanitary protection.*
4. All utensils used in preparation of sandwiches must have been sanitized thoroughly (e.g., washed in a dishwasher and heat dried). (*NOTE—Do **NOT** use disinfectant on utensils, glassware or dishes.*)
5. Preparers must wash hands thoroughly with soap & water prior to preparing sandwiches and any time hands come in contact with unsanitized surfaces. When in doubt, rewash hands and dry with clean paper towel. *Preparers should rewash hands frequently throughout the process, including whenever food service gloves are removed.*
6. Preparers must wear the food service gloves provided at all times the sandwiches are being prepared—i.e., from unsacking bread through placing finished sandwiches in the Ziploc bags. At any time gloved hands come into contact with an unsanitized surface (e.g., arm, face, telephone, drawer handle, faucet, etc.), the gloves must be discarded and replaced with new gloves. *An ample supply of food service gloves will be provided to all preparers.*

I have read the above requirements and have followed all prescribed procedures in preparation of the enclosed sandwiches.

Name (Printed)

Signature

Date