TO BE SIGNED & RETURNED WITH SACKED COOKIES

St. Stephen Presbyterian Church
Sanitary Cookie Sacking Requirements and Prescribed Procedures

These cookies are being sacked for inclusion in sack lunches being delivered to the Presbyterian Night Shelter for consumption by their residents. Because these cookies are being sacked 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 HANDLE OR SACK COOKIES**.

2. Kitchen countertops and all surfaces potentially coming into contact with the cookies or your hands while sacking the cookies 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 sacking cookies directly on clean paper towels placed on your disinfected countertop or other prepared surface.

3. Sackers must wash hands thoroughly with soap & water prior to handling the cookies/ sacks 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.*

4. Sackers must wear the food service gloves provided at all times the cookies are being sacked—i.e., from opening the cookie containers through placing them 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 preparing the enclosed sacked cookies.

Name (Printed)	Signature	Date