

Winter Shelter – Baylake United Methodist Church
Sunday Dinner, December 19 – Wednesday Breakfast, December 22, 2021

Winter Shelter Guests: Max 60 guests overnight; Meal plan for 70 as some stay in hotel if sick/elderly/disabled

Volunteer Opportunities:

- Assist PIN ministry with intake process: 4 pm to 6 pm; Mon-Fri at PIN, Sat-Sun at Housing Resource Center (HRC)
- Bus Drivers: Need two drivers every evening. Driver works 6-8:30 pm or 7:30 9:30 am. Pick up van at church, drive to HRC/PIN, get first group and take to church, get second group and then park van at the church. PIN will sanitize vans at end of night and they will stay parked at the host church. If want to drive more than 2 times a month, have to fill out an application to be added to PIN insurance policy for period of Winter Shelter. No special license needed.
- Meals
 - Breakfast – preparing, serve at 6:00 am, clean up: shift needed 4:30 am to 9:00 am, with times staggered if needed ex some come in at 5 am to 8:00 am.
 - Dinner – preparing, serving at 6:45 pm, clean up: shift needed 5:00 pm to 9:00 pm
 - Food purchasing for breakfast
- Overnight stay – individual needed to be liaison with PIN ministry staff and address any emergencies: arrive 8:30 pm leave at Breakfast.
- Housekeeping:
 - Assist PIN staff with clean up in mornings and be complete by 9:30 am: Kitchen laundry, bathroom, moping and sweeping, mats, other clean up
- Donation opportunities:
 - Winter Coats, blankets (not doing clothes closet this year)
- Fellowship opportunities: Fellowship opportunities in evening 7 pm to 9:30 pm
 - Bible study
 - Recovery Groups
 - Group games/cards/bingo
 - Music
 - Haircuts/Makeovers

COVID-19 Protocols:

- Volunteers don't have to be vaccinated. No limit on the number of volunteers we can have.
- Masking required for guests, staff and volunteers.
- Masks not needed when having dinner at tables or when on mat for evening.
- Gloves required for food serving.
- PIN staff does cleaning in morning and after dinner.
- 6 ft spacing requirements for mats (head to head) Do not need 6 feet spacing at dinner tables (4 to table)
- Temperature checks will be done by PIN each night before guests arrive. Temperature checks will be done for volunteers in evening and in morning since may not have the same volunteers for each time.
- PIN has rapid COVID tests if needed. If someone is positive they will be driven to separate housing by PIN Staff.
- Masks and hand sanitizers will be provided by PIN for the guests,
- There will be no showers offered at church as they have showering at PIN and HRC.
- Mats are cleaned each day by PIN using an electro static sanitizing gun.
- Blankets are placed in bag with guests name each morning and same blanket is used each night. Blankets will be used for the entire time at one church, will be laundered by PIN, and new blanket obtained at next church.
- An outbreak of COVID is considered to be 2 people per City guidelines. Protocols above and flow of events in evening designed to minimize touch points to prevent outbreak.

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