

PADS – SHIFT DESCRIPTIONS

- a) **Set-up team – 4:00 pm to 5:00 pm – two or more (low risk)**
 - 1) **Set up pads and dividers**
 - 2) **Set up tables and chairs in dining room**
 - 3) **Big time social distancing in a large church**

- b) **Hot dinner and/or other meal provider teams – 5 pm drop off (no cooking in church or serving to minimize contact, so little to no risk)**
 - 1) **Crock pot dinner meal for 20, beverage, perhaps a side and desert**
 - 2) **Sack lunch for 20, contents to be published**
 - 3) **Continental breakfast for 20, contents to be published**

- c) **Evening shift team – 4:00 pm to 11:00 pm – site manager and two evening leads:**
 - 1) **Monitor set up**
 - 2) **Check in guests**
 - 3) **Serve dinner (different)**
 - 4) **Clean up**
 - 5) **Monitor site and guests until 11 pm (site manager available by phone rest of evening)**

- d) **Night Shift team – 11:00 pm to 3:00 am – two volunteers:**
 - 1) **Make sack lunch for 20 if not provided by volunteers**
 - 2) **Monitor site and guests until 3:00 am**

- e) **Morning shift team – 3:00 am to 6:30 am – two volunteers**
 - 1) **Serve continental breakfast**
 - 2) **Wake up guests at 5:00 am and have them break down PADS**
 - 3) **Monitor guests until transportation arrives, usually at 6:00 am to 6:30 am**