Corona Virus Operations Contingency Operations Needs List

31 March 2020

First Stop Supporters,

At First Stop, in response to the Corona Virus, we have modified what services we can provide our homeless clients and how we deliver those services. That has driven a significant change in our day to day needs. We are planning on being in this mode of operations until the first of June. More information is in the Contingence Operations letter you have received.

One of our needs drivers is our meal service. It has been restructured as follows:

Breakfast: Snack Packs everyday though out the period. (For information about Snack Packs, see the attachment)

Lunch:
- Meal delivered by a kind meal provider. It will be served outdoors in a clamshell
- Snack Pack, if a meal is not on the schedule
- On Fridays, since we are closed for the weekend, we provide a different snack pack, that we call the “Weekend Snack Pack”.

Our needs for the immediate future are:

- Snack Packs. We can only guess today, but we think we will need at least 125 Snack Packs a week.
- Heavy Snack Packs about 50 each week.
- Masks --- all staff members must wear masks and gloves all day, everyday
- Surgical/Serving Gloves: Small, Medium, and Large
- Hand Sanitizer --- large and small sizes
- Rolls of 3 or 4 feet wide Paper: We are covering all surfaces with paper to make sanitizing faster and easier
- Masking/Blue Tape: to hold the paper to the tables
- Jam and Jelly: Whenever we should run short of meals, we will revert to PB&J sandwiches. We currently have a good stock of Peanut Butter.
- Bread for the PB&J sandwiches
- Ground Coffee, Sugar, and Creamer

Thank you for any assistance you can provide.

Tim

Tim Davis
Executive Director

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Snack Pack Instructions

All Snack Packs contain essential items:
- Source of easy to open protein such as tuna, chicken, beanie weenies in the 2 to 4 oz size
  - One of these in each pack
- A Fruit Cup/Apple Sauce
- Carbs: peanut butter or cheese cracker packs, granola bars, protein bars
  - One of these in each pack
- Plastic Spoon and a Napkin

Other, Requested items:
- Bottled water
- Half Gallon or Gallon Ziplock bags or brown paper bags to put the food into
- Handwipes
- Hand Sanitizer (small personal size --- ~2 oz.)
- Toilet Paper

For Weekend Snack Packs, please add:
- Extra Crackers
- Extra fruit cup/apple sauce
- Extra Carb
- Cookies

Suggestion: This is a great family or small group project. Families or small groups at a church, club, or group of friends can assemble the Snack Packs while keeping their “social distance” and remaining socially isolated.

Where to drop off Snack Packs:

First Stop Day Center: 206 Stokes St., Monday to Friday from 8 AM to 2 PM
Church of the Nativity: Contact Rosie Veal at rvealedy@nativityhsv.org
Fractals Brewing Project: 3200 Leeman Ferry Rd., any day between 2 and 7 PM