

Camp Victory Ministries
COVID -19 Readiness and Operational Plan
Retreat Groups 2020

- **Retreats:**
 - Retreat attendees must be free from Covid -19 symptoms as described on the attached Covid 19 waiver form.
 - Retreat groups will be assigned specific cabins
 - The retreat group leadership is responsible for assigning the cabins to their guests
 - Camp Victory recommends reducing the number of people per cabin by 65%. So if a cabin sleeps 12 (6 bunk beds), the group would assign no more than 8 people to a cabin. If the cabin sleeps 14 (7 bunk beds), the group would assign no more than 9 people. This will provide ample space for each cabin group to social distance within the cabin. Each cabin has indoor plumbing, heating and air conditioning.
 - The CDC and MN Department of health recommends face masks in the cabins when not sleeping. It is up to each group to decide how to enforce compliance. Camp Victory requests the use of masks.
 - Camp Victory recommends that each cabin group remain together during the retreat and minimize mingling within with other groups. That means eating together at a table and having activities together when possible.
 - Gatherings:
 - Camp Victory recommends utilizing outdoor meeting space as much as possible for gatherings such as worship times.
 - The camp amphitheater and valley view covered space under the dining hall are available for meeting. Both facilities have sound systems, large flat screen TV and large seating capacity.
 - Cabin groups should be separated by six foot at these meetings to minimize cross contamination between cabin groups.
 - The amphitheater seat 250 people
 - Valley View seats 150 people
 - Indoor facilities are available and the largest meeting spaces will be assigned to each retreat group based on retreat group size. Camp Victory recommends reducing the space by 50% whenever possible. We will work with each group to assign meeting space accommodations.
 - **Building Sizes:**
 - The dining hall seats 325 at round tables, 500 by auditorium seating. We can make this space available for larger groups so social distancing is maintained
 - Fellowship Hall seats 200 people
 - Timber and Bluff Lodge meeting spaces typically seat 100 people.
 - Ridgeline meeting space seats 40 people
 - Camp Victory recommends separating the larger group by cabin groups when utilizing indoor meeting space
 - The CDC and MN Department of health recommends face masks indoors when meeting. It is up to each group to decide how to enforce compliance.

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- Available smaller covered outdoor meeting facilities:
 - The pavilion and gazebo are available for outdoor meetings
 - Seating capacity for the gazebo is 30 people
 - Seating capacity for the pavilion is 15 people
- Outdoor Activities:
 - There are many outdoor activities available to groups. Camp Victory does not require masks outdoor unless social distancing is no possible
 - For a list of activities, please visit the website or talk to a camp representative
- **Kitchen Procedures:**
 - Camp Victory will screen food service employees and assess their symptoms prior to starting work each day.
 - Camp Victory will expand the dining space distance between tables to allow diners to maintain physical distance. Camp will encourage physical distancing
 - When necessary the camp will offer multiple meal times in order to decrease the number of diners in the dining area at single time. The camp will clean and disinfect the dining area between meal times.
 - Multiple outdoor seating areas are available for groups either between the dining hall and recreation hall or under the dining hall in the day camp area.
 - Camp will decrease the occupancy density. For example, camp tables typically seats eight, we recommend using only five seats at that table.
 - Each table will have a color code on each table. Family or cabin groups will be asked to remain in their group when eating.
 - For overnight camps & retreat groups with meals served in the dining hall, cabin groups are allowed to sit together while maintaining physical distancing of six feet apart from other cabins
 - Assign seats to diners for the weekend so they occupy the same seat at each meal. Assign seats to diners for the duration of the retreat.
 - No buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils. Camp Victory will be using cafeteria style only. All salads will be prepared ahead and each guest's meal will be plated by camp kitchen staff.
 - Kitchen staff will wear masks when serving and working in the kitchen.
 - Day camp will utilize boxed meals for lunches. Day camp staff will come to the serving window and pick up their campers meals and return them to the family group. Campers will not be permitted to walk around the dining area or be wondering around outdoors going from picnic table to picnic table.
 - During family camp and retreats, tables will be dismissed to go through the serving line one at a time and will be required to be six feet apart as they are served in line
 - There will be an "indoor" and an "outdoor" to minimize passing traffic
 - The option to dine outside is always permitted and encouraged for retreat groups.
 - Tap will be placed on the floors six feet apart to denote where to stand while in line.
 - The hand washing stations is available for diners to wash their hands with soap and water prior to eating.

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- Alcohol-based hand sanitizer containing at least 60% alcohol at the entrance of the dining facility.
- Garbage can lids will remain open in both the kitchen and dining area when people are being served and then lids closed after use.
- An individual's personal water bottle or mug is not permitted to be refilled in the kitchen area. Diners should use camp-supplied glasses/cups for beverages and receive a new glass/cup for water if a refill is desired.
- Signs reminding diners of the guidelines such as washing hands, maintaining social distance, using assigned seats, etc will be posted on the doors entering the dining hall.
- All decorative objects, paper towel dispensers condiment dispensers will be removed from tables and counters to allow for effective cleaning and sanitation
- Guests will be offered condiment packets or small containers alongside the prepared meal.

Food Service Workers:

- Prior to Work (all suggested best practices)
- Shower or bathe before work
- Trim and file fingernails. Remove nail polish or false nails
- Wear clean clothes or clean work uniform
- Wear appropriate and clean footwear
- Do not work if you are sick or showing flu-like symptoms
- Wear disposable gloves and avoid direct barehanded contact with food
- Do not wear watches, bracelets, or rings
- Wear a facemask or cloth face covering
- Wear disposable gowns and/or an apron
- Maintain a physical distance and increased spacing from other food preparation workers whenever possible
- Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing your nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food
- Food preparation staff use a fingernail brush during handwashing
- Cover your cough or sneeze with a tissue, throw it away, and wash your hands immediately
- Avoid touching your eyes, nose and mouth

Food Preparation

- Existing best practices for food preparation and storage apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners.
- Follow the four key steps to food safety: Clean, Separate, Cook, and Chill
- Even while wearing gloves, use clean utensils, such as tongs, spoons, etc., instead of gloved hands to prepare food as much as possible. Cleaning and Disinfecting Food Contact Surfaces
- Use soap or detergent and water to wash food contact surfaces (i.e., dishware, utensils, trays, food preparation surfaces, and beverage equipment) then rinse after use.

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- Disinfect food contact surfaces before food preparation. Ensure any disinfectants used appear on EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2 and are safe for food contact surfaces. Follow manufacturer instructions.
- Let dishware and equipment air dry; do not dry with towels.
- Ensure that dishwasher machines are operating within the manufacturer's specifications and that appropriate water temperatures, detergents, and sanitizers are being used.

Cleaning and Disinfecting Non-Food Contact Surfaces

- Clean and disinfect frequently touched non-food contact surfaces in the kitchen and dining area at least daily.
- Clean and disinfect the dining area before and after each use.
- Clean and disinfect non-food contact surfaces in the kitchen and dining area's commonly touched surfaces (e.g., counters, tables, chairs, coffee pot handles) daily.
- Clean and disinfect commonly touched surfaces before and after each use.
- If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting.
- Disinfect hard non-porous surfaces using: EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2. –Diluted household bleach products. Add 5 tablespoons (1/3 cup) of bleach to a gallon of water or 4 teaspoons of bleach to a quart of water. Do not use in conjunction with ammonia-based solutions. Mix a new bleach-based solution each day, when the liquid has debris in it, and when the solutions parts per million fall below state guidelines. –Alcohol-based solutions containing at least 70% alcohol.
- Disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.
- If frequently touched electronic surfaces (e.g., equipment controls, lights) are visibly dirty, clean them using products appropriate for use on electronics.
- Disinfect electronic surfaces according to the manufacturer's recommendations. If none exist, use alcohol-based solutions containing at least 70% alcohol.
- Remove and dispose of gloves, facemasks, and gowns/aprons (if applicable) immediately after cleaning and disinfecting or when visibly soiled.
- Immediately after cleaning and disinfecting (and before taking breaks), wash hands using soap and water for at least 20 seconds. If a handwashing station is not available, disinfect hands using alcohol-based hand sanitizer.
- If disposable gowns are not worn, immediately launder clothes (or uniform) worn using the warmest appropriate water and dry completely. Wash hands immediately after handling dirty laundry.
- Do not attend meals if you are sick or experiencing flu-like symptoms. Inform a counselor immediately and go to the camp health center.
- Wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the dining area.