

COVID-19 POLICIES & PROCEDURES

Last Modified: 6/15/2020

The Cooking Studio Fort Collins maintains strict policies and procedures to ensure the health and safety of campers, attendees & staff. In response to the pandemic, we updated our protocols to limit the exposure of the COVID-19 virus. We are continually updating the following health and safety policies and procedures specific to Larimer County and the City of Fort Collins.

GUIDANCE & SUPPORT

During the onset of COVID-19, The Cooking Studio Fort Collins promptly set up alerts from Covid-19 resources to help us gather information from governmental agencies, professional associations, and third-party consultants to guide all decisions made throughout the management of this crisis.

- The Cooking Studio Fort Collins is following the recommendations from the Centers for Disease Control (CDC) and World Health Organization (WHO).
- The Cooking Studio Fort Collins is adapting programming to follow the guidance from the Colorado Department of Public Health and Environment (CDPHE), and the Larimer County Health Department
- The Cooking Studio Fort Collins continues to uphold the standards and recommendations from the American Camp Association (ACA) and the Colorado Office of Early Childhood.

Additionally, Trish O'Neill, Owner/Manager of The Cooking Studio who is a retired ICU Nurse with a Master's Degree in Nursing Practice, has oversight of all the Covid-19 policies & procedures in The Cooking Studio.

STAFF PROTOCOLS

Several practices and protocols have been established to ensure the health and safety of all staff members and instructors during this pandemic recovery time. Some of the new protocols in place include:

- **Pre-employment Health Screen** - Staff will go through a comprehensive health screen.
- **Daily Health Screen** - Each staff member will complete a temperature and health screen at the start of each day.

- **Masks & Social Distancing** – The Cooking Studio staff members will follow the guidelines recommended by the CDC and follow the same rules shared with campers.
 - **Training** - Staff members have completed the National Restaurant Associations [ServSafe Restaurant Re-Opening Guidance - Covic-19 Precautions](#), [ServSafe Food Protection Manager Certification](#), and training from Trish O'Neill, Owner/Manager of The Cooking Studio on infection control policies.
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SUMMER CAMPS

BEFORE COMING TO CAMP

The Cooking Studio Fort Collins has always viewed risk management as a partnership between parents, campers, and staff. In that effort, our pre-program protocols in this time of pandemic recovery include the following:

- Additional documentation asking each parent about their recent travel and potential exposure with COVID-19.
- Parents are asked to follow Colorado's guidelines, [\(PDF\) Illness Policy- How Sick is Too Sick](#), when assessing their child's ability to participate in programming.

UPDATED PROGRAM PROTOCOLS

The Cooking Studio Fort Collins is continually reviewing all program practices and protocols with the goal of limiting the spread of infectious diseases such as COVID-19. We have adopted several new protocols and we will continue to develop new practices and protocols as new guidelines are presented.

- **Group Size** - All kids programs will maintain group sizes of no more than 10 campers.
- **Program Flow & Spacing** – Our cooking stations are set up on 6ft tables, with a station at each end and a camper at each station. Four ovens and ranges are shared by campers as well as the 3 sinks, the ice machine, and the cleaning supplies. Campers will be at their stations to cook and at the long tables to eat - following social distance guidelines. However, most food prepared will be packed up and the campers will take it home to share with their families.
- **Cleaning and Sanitation** – The Cooking Studio has always prided itself on our cleaning and sanitization protocols. While we will continue to maintain these high standards, we have increased sanitation of all spaces and program supplies to include light switches, doorknobs, pens and pencils and other non-cooking items that are commonly touched.
- **Program & Daily Health Screens** - At the start of each camp there is a health screen through a brief survey and temperature check. In addition, each day every camper will receive a temperature check and be requested to share if any health conditions changed.

- **Hygiene and Sanitization** - At the beginning of each camp we have a lesson on handwashing and social distance practices. These lessons will be revisited on an as-needed basis with each group.
- **Masks** – We follow current summer camp & childcare guidelines released by the CDC, Colorado Department of Public Health and Environment, and the Larimer County Health Department with regards to the wearing of masks. Campers are asked to wear masks while in The Cooking Studio, but they will occasionally need to remove them for eating, drinking and tasting. The staff will also be wearing masks with the occasional need to remove them for tasting or clearly giving instructions. There are enough cloth masks available for both staff and campers to have access to one while in The Cooking Studio. Masks are washed & restocked after every camp

PICK UP AND DROP OFF

Drop-offs: We're asking people to drop off the kids at the back door (in the alley) of The Opera Galleria. This was you can stay in the car, don't need to put on a mask, and not need to wait 6 feet apart as the camp and City of Fort Collins rules require.

One the first day we'll meet you there, collect the forms we need and send your child into The Cooking Studio for a quick temperature check and get camp started. After the first day we won't meet you at the back door - you can let your child come in on their own.

Pick-ups: The back door is also the best place to pick your child up. If you want to come into The Cooking Studio, you're welcome – but you'll need to wear your mask and maintain the 6 foot apart rule.

ADULT CLASSES,

TEAM BUILDING & PRIVATE PARTIES

The Cooking Studio Fort Collins has always viewed risk management as a partnership between customers and staff. In that effort, our pre-program protocols in this time of pandemic recovery include the following:

UPDATED PROGRAM PROTOCOLS

The Cooking Studio Fort Collins is continually reviewing all program practices and protocols with the goal of limiting the spread of infectious diseases such as COVID-19. We have adopted several new protocols and we will continue to develop new practices and protocols as new guidelines are presented.

- **Group Size** - All classes will maintain group sizes of no more than 10 people. All cooking is done at cooking stations for 2 or 3 people together.
- **Program Flow & Spacing** – Our cooking stations are set up on 6ft tables, with a station at each end and a team of 2 people at each station. Ovens and ranges are shared by 4 people, and the 3 sinks, the ice machine, and cleaning supplies are used by everyone. When finished cooking, people will be allowed to sit together in groups no larger than 8 at tables spaced 6 feet apart. It's also appropriate to eat at your station if you'd like to do that. Each team will be eating the meal they have prepared themselves and not sharing dishes with other teams. The exception is when the Chef Instructor has prepared/demonstrated a dish for all attendees.
- **Cleaning and Sanitation** – The Cooking Studio has always prided itself on our cleaning and sanitization protocols. While we will continue to maintain these high standards, we have increased sanitation of all spaces and program supplies to include light switches, doorknobs, pens and pencils and other non-cooking items that are commonly touched.
- **Program & Daily Health Screens** - At the start of each class there is a brief health screen and temperature check.
- **Hygiene and Sanitization** - At the beginning of each class we remind all attendees about frequent handwashing and social distance practices.
- **Masks** – We follow current guidelines released by the CDC, Colorado Department of Public Health and Environment, and the Larimer County Health Department with regards to the wearing of masks when dining out. Attendees are not required to wear masks while cooking & tasting their food or drinking wine/beer or water. Masks should put on when involved in other activities. Staff will wear masks as much as feasibly possible when teaching a spread-out group of attendees learning to cook at individual stations. There are enough cloth masks available for both staff and attendees to have access to one while in The Cooking Studio. Masks are washed & restocked after every class.

MANDATED CLOSURE REFUND POLICY

Per current rules Colorado Department of Public Health and Environment (CDPHE), and the Larimer County Health Department that require us to close for a 24-hour period if a positive case of COVID-19 is received within a camper or staff member participating in the camp. In the event of a mandated camp closure due to a positive test of COVID-19, The Cooking Studio will provide a full refund for all missed program days.