



Camp Hazen YMCA

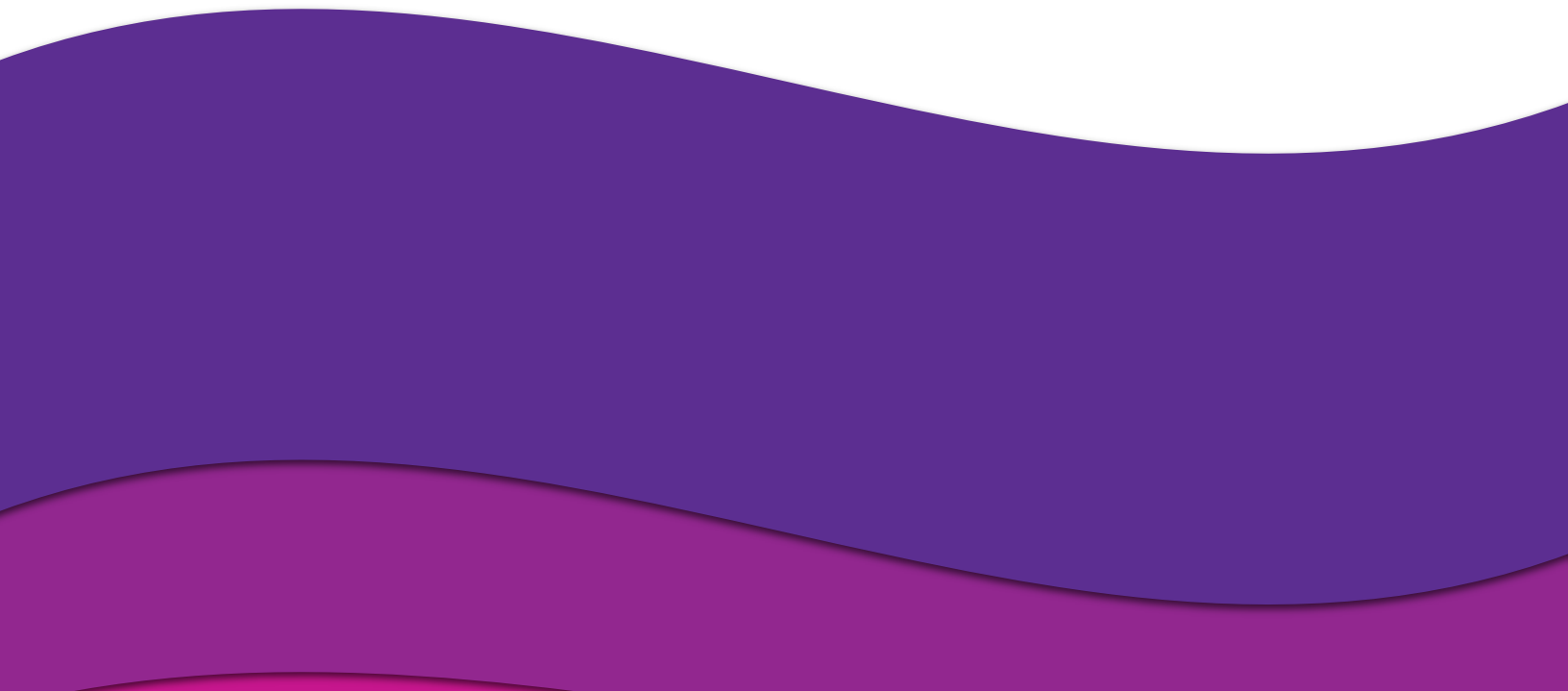
Food Service Procedures
in response to COVID-19

Summer 2020

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Camp Hazen YMCA is licensed by the State of Connecticut Office of Early Childhood and gets inspected annually. Our Kitchen gets inspected by our local health district (The Connecticut River Area Health District). We follow food safety guidelines from National Restaurant Association and our full-time food service staff are Servsafe Certified.

In response to Covid-19 we are using all guidelines from the CDC, the State of Connecticut, the American Camp Association & The Y of the USA.



Staff Protocols and PPE

Personal Hygiene

Purpose:

To enhance professionalism and keep food and staff safe and healthy.

Policy:

- Follow all food safety guidelines.
- See Staff Handbook for health policy.
- Report to work in good health, clean, and dressed in clean attire.
Report any illnesses to Chef on Duty.

Procedure:

Grooming

- Staff should shower daily.
- Wear appropriate anti-perspirant or deodorant daily.
- Brush teeth daily.
- Wash hands properly, frequently, and at the appropriate times.
See washing hands SOP
- Staff should wear hair restraints when working in food preparation, and during meal service.
- Hair below the ear should be pulled back and staff should wear suitable and effective hair restraints while in the kitchen.
Hair & beard nets and hair ties provided as needed.

Appearance and Uniform

- Camp Hazen YMCA nametag should be worn anytime on property.
- Clean staff shirt worn on check-in/check-out days.
- Clean staff shirt or any camp t-shirt should be worn while working. All tops must have sleeves.
- Apron should be worn during meal service. Change apron if it becomes dirty.
- Pants and shorts should look professional, fit around the waist and be appropriate length.
- Do not wear any jewelry except for a plain ring such as a wedding band.
- Keep fingernails trimmed, filed, and clean at all times.
- Footwear must be always be closed toed.
- Non-Slip shoes are recommended for all staff working in the kitchen. Crocs are highly suggested but must be completely closed.

Eating in the Kitchen

- All beverages containers must be reusable, contain a lid or be closeable and be kept away from food prep areas and out of sight.
- Staff should never eat in the kitchen on preparation tables or in eyesight of any guests.

Hand Washing

Purpose:

To prevent the spread of germs from contaminated hands.

Policy:

- Staff will wash their hands often e.g. Before starting a task, between tasks and hourly when working on continuous task.
- Use soap and water and scrub for minimum 20 seconds.
- Follow all food safety regulations.
- Use designated handwashing sinks for handwashing only.
- Handwashing signs or posters will be posted near all handwashing sinks, in food preparation areas, and restrooms.
- Provide warm running water, soap, and a single use means to dry hands.
- Provide a waste container at each handwashing sink.
- Keep handwashing sinks accessible anytime employees are present.

Procedure:

Hand Washing Stations

- Located in places that make it easy for staff to wash hands
 - Dish room
 - Kitchen
 - Dining Hall bathrooms
- Must have hot and cold running water.
- Must have soap and disposable drying towel.
- Must have garbage can
- Must have proper handwashing signage.

Outside Service Hand Washing Stations

- Wash hands before reporting to workstation.
- Gloves should be worn and changed often. – **how often?**
- Have hand sanitizer available for use.

Wash hands

- Before starting work.
- During food preparation.
- When moving from one food preparation area to another.
- Before putting on or when changing gloves.
- After sneezing, coughing, or using a handkerchief or tissue.
- After touching hair, face, or body.
- After eating or drinking.
- After handling raw meats, poultry, or fish.
- After any clean up activity such as sweeping, mopping, or cleaning tables.
- After touching dirty dishes, equipment, or utensils.
- After handling trash.
- After anytime the hands may become contaminated.

After using the toilet

- Wash hands in restroom.
- Wash hands AGAIN when returning to the kitchen.

Follow proper handwashing procedures as indicated below:

1. Wet hands and forearms with warm, running water as hot as tolerable.
2. Apply soap.
3. Scrub lathered hands for at least 20 seconds
 - Forearms
 - Under fingernails
 - Between fingers including thumb.
4. Rinse thoroughly under running water for 5-10 seconds.
5. Dry hands and forearms thoroughly with single-use paper towels.
6. Turn off water using paper towels.
7. Use paper towel to open door when exiting the restroom.

Hand Sanitizer

Hand sanitizer should NOT replace hand washing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Cover all surfaces of your hands and rub them together until they feel dry.
- Use hand sanitizers, only after hands have been properly washed and dried.

Mask Wearing

Purpose: To reduce the spread of germs

Policy

- Staff will wear a face mask at all times while working.
- All visitors will wear a face mask while in the kitchen.

Procedures

- Face masks will be available for Food Service Staff

Cloth face coverings should

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape, unless disposable.

Gloves

Purpose:

Wear gloves to safely prep, cook, and serve food and prevent foodborne illness by contaminated hands.

Policy:

- Follow State and local health department requirements.
- Glove should be worn throughout meal service.
- Gloves will be Latex free and offered in multiple sizes.

Procedure:

How to Use

- Wash hands thoroughly prior to putting on gloves and when gloves are changed.
Exceptions – You do not need to wash your hands each time you change your gloves if you are doing the same task.
- Select gloves that are the correct size.
- Hold gloves by the edge when putting them on. Avoid touching the outside of the gloves.
- Check glove for rips or tears.
- **Never blow into glove.**
- **Roll glove to make them easier to put on**
- **Gloves should never be washed or re-used.**

Changing Gloves:

- Gloves become dirty as soon as they are used for any task.
- Beginning each new task.
- They are in continual use for more than four hours.
- Finished handling raw meat and before handling cooked or ready-to-eat foods.
- Two Pairs of gloves or finger cots should be worn when any bandages are worn on hands.

Gloves Offered

Size	Materials
Small – Ex Large	Nitrile - Blue
Medium	Synthetic Powder-Free (Nitrile Alternative)
Large	Poly Cast

Cleaning & Sanitizing

Purpose:

Keep equipment & facility clean to ensure safety and quality. Reduce germs that campers & staff come in contact with.

Policy:

- Follow all food safety guidelines.
- See MSDS for all chemicals

Procedure:

Clean

- Scrape or remove debris from the surface.
- Use the correct cleaning tools.
 - White food service towel.

Wash

- Follow Quick Cleaning Guide.
- Remove all debris from surface using a detergent or cleaning solution.
- Use correct cleaning solution.
 - Soap and water.
 - Multi-purpose spray.
- Use correct cleaning tools.
 - Single-use pink food service towel.

Rinse

- Follow Quick Cleaning Guide.
- Rinse all detergent or cleaning solution from surfaces.
 - Use clean water.
- Rinse the surface with the correct tools.
 - White food service towel.

Sanitize

- Follow Quick Cleaning Guide.
- Sanitize surfaces and allow to air dry
 - Multi-Quat Sanitizer
 - Disinfectant spray
- Sanitize surface with correct tools.

Dining Hall

Follow all food safety guidelines.

Procedure

- Bathrooms available for hand washing with soap, running water, and single use paper towel.
- Hand sanitizer available at each entrance of the dining hall
- Clorox disinfecting wipes available for single use.

Chemicals Usage

Multi-Purpose & Glass Cleaner

Not Used for Sanitizing or Disinfecting.

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- One spray bottle filled daily located on Dining Hall spray bottle station.
- Used as a general, light soil cleaner on all surfaces.
 - Use single use pink food service wipe.

Multi-Quat Sanitizer

Used For Sanitizing.

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- One spray bottle filled daily located on Dining Hall spray bottle station.
- Used as a general sanitizer (Quat based).
 - Use single use pink food service wipe.

Hydrogen Peroxide Disinfectant

Used For Disinfecting

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- Two spray bottles filled daily located on Dining Hall spray bottle station.
- Used as a Disinfectant (peroxide based).
 - Wipe once to completely cover surface using single use paper towel.
 - Allow time to air dry.

Clorox Disinfecting Wipes

Used For Disinfecting

- See SDS before use.
- Available for single use only
- Available to use for cleaning tables and frequently touched surfaces.
- Stationed at each dish cart and coffee station.

Before the Meal

- All food Service stations should be cleaned, sanitized, and refilled.
- Dining tables and table accessories (e.g. napkin holders, salt/pepper shakers) shall be cleaned, sanitized, and refilled.
- Door handles, light switches, and frequently touched items shall be disinfected.
- Bathrooms will be checked for tidiness, urgent cleaning and disinfected.

After the Meal

- All food service stations should be cleaned, sanitized, and refilled.
- Dining tables and table accessories shall be cleaned, sanitized, and refilled.
- Door handles, light switches, and frequently touched items shall be sprayed with disinfectant.
- Bathrooms will be cleaned and sanitized.
Follow bathroom cleaning SOP
- All food service equipment will be cleaned and sanitized.
- Floors will be swept and spot mopped.

Bathrooms

Follow all food safety guidelines.

Procedure

- Bathrooms available for hand washing with soap, running water and single use paper towel.
- Trash Cans with no lids available

Chemicals Usage

Multi-Purpose & Glass Cleaner

Not Used For Sanitizing or Disinfecting.

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- One spray bottle filled daily located on Bathroom spray bottle station.
- Used to clean Mirrors.
 - Use single use paper towel.

10% Bleach Solution

Used For Disinfecting.

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- One spray bottle filled daily located on bathroom spray bottle station.
- Used as a general, li.
 - Use single use pink food service wipe.

Hydrogen Peroxide Disinfectant

Used For Disinfecting

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- Two spray bottles filled daily located on Dining Hall spray bottle station.
- Used as a Disinfectant (peroxide based).
 - Wipe once to completely cover surface using single use paper towel.
 - Allow time to air dry.

Comet/ Babbo

- See SDS before use.
- Product stored in chemical closet. Supplied to food service by maintenance
- Used as an abrasive cleaner.
 - Use with a toilet brush

Before the Meal

- All surfaces should be cleaned and disinfected.
- Door handles, light switches, and frequently touched items shall be disinfected.
- Bathrooms will be checked for tidiness, urgent cleaning and disinfected.

After the Meal

- All surfaces should be cleaned and disinfected.
- Toilets and urinals will be cleaned inside and out.
- Toilets and urinals will be disinfected
- Refill soap dispenser, paper towels dispensers, and toilet paper.
- Door handles, light switches, paper towel dispenser, soap dispenser and frequently touched items shall be sprayed with disinfectant.

- Floors will be swept and mopped.

Kitchen

Follow all food safety guidelines.

Procedure

- Hand washing station with soap, running water and single use paper towel.
- Hand sanitizer available at each entrance to the kitchen.

Chemicals Usage

Multi-Purpose & Glass Cleaner

Not Used For Sanitizing or Disinfecting.

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- One spray bottle filled daily located on Kitchen spray bottle station.
- Used as a general, light soil cleaner on all surfaces.
 - Use single use pink food service wipe.

Multi-Quat Sanitizer

Used For Sanitizing.

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- Six sanitation buckets placed at each workstation with pink food service wipe. Replaced every 2 hours.
- Used as a general sanitizer (Quat based). Safe on food contact surfaces.
 - Use single use pink food service wipe.

Hydrogen Peroxide Disinfectant

Used for Disinfecting

- See SDS before use.
- Use dispensing system to ensure proper ratio.
- Two spray bottles filled daily located on Dining Hall spray bottle station.
- Used as a disinfectant (peroxide based).
 - Wipe once to completely cover surface using single use paper towel.
 - Allow time to air dry.

Multi-Purpose Degreaser

Not Used for Sanitizing and Disinfecting

- See SDS before use.
- Used as a non-abrasive cleaner.
- Use dispensing system to ensure proper ratio.
- One spray bottle filled daily located on Kitchen spray bottle station.
- Used as a non-abrasive medium cleaner.
 - Use single use pink food service wipe.

See Heavy Duty Chemical Cleaner Guide

Meal Service

Cafeteria Style

Purpose:

Meals will be served cafeteria style to ensure minimal cross contamination from serving utensils.

Policy:

- Follow all food safety guidelines.
- Food Service Staff will wear masks and gloves.
- Menu is designed with ease of carrying.

Procedure:

- Meals will be served from our Dining Hall.
- Only one group will enter the Dining Hall at a time.
- Lunch times will be staggered with our youngest campers eating first.
- The group leader will be handed a zip lock bag with portion control condiments, and silverware appropriate to the meal being served.
 - Group leader will be the only one to touch items in the bag while wearing gloves.
- Tables will be set up with route planned for ease of entrance and exits.
- Groups will enter through "side door".
- Groups will wash hands in bathrooms.
- Switch reusable glasses, plates, and cutlery with single use alternatives.
- Switch reusable tableware to prevent staff from having to wash previously handled items.
- Food Service equipment will be set up prior to meal to maintain safe serving temperatures.
- Groups will maintain physical distancing between themselves and others while in line for their meals.
- Groups will proceed through serving area to receive their food from Food Service Staff.
- Campers and Staff will avoid touching an item and putting it back.
- Group will then take their food to the location of their choosing to eat.
- In inclement weather groups may bring their food back to their designated cabin, longhouse, or pavilion.

Clean Up

- Food Service trash cans will be emptied daily and as needed.
- Food Service trash cans will be in the Dining Hall and front porch for ease of access to groups.
- Group leaders are responsible for cleanup of all garbage in eating area.
- Recycle bins will be available on the front porch for all non-food items that are recyclable.

Pack-Outs

Pita Pizza Pack-outs

Purpose

Each group will enjoy a pita pizza pack-out once per week.

Policy

- Follow all Food Safety guidelines.
- Roughly 20% of groups will have pita pizza daily

Procedure

Prior to Pack-outs

- Print 100 copies of pack out guide to ensure you have enough for the summer. Cut in Half.
- Pack all paper goods and non-perishable food into in 2-gallon zip-lock bag
 - Total needed for summer 170 paper good pack out bags. Store in large plastic tub.

Night before

- All perishable food can be separated into appropriate containers and storage bags
Follow Pita Pizza Pack Out Guide
- All temperature sensitive food will be packed in black pack out box and stored in cooler #1 until morning.

Pick Up

- All non-temperature sensitive food and paper goods will be put in pack-out box prior to pick up.
- Food will be available for pick up at 10:00am and stored in large milk cooler in Dining Hall for ease of access to groups.
- All pack out boxes will be labeled by group name. Dietary need product will be labeled with campers name.
- Groups will be assigned a campfire location and will need to follow all outdoor fire safety procedures.
- All temperature sensitive food can be without refrigeration for MAXIMUM 4 hours. Groups should plan the best time for their schedule to pick up and cook in the shortest amount of time possible.

Clean Up

- All temperature sensitive food that has been without refrigeration for more than 4 hours must be thrown away.
- All garbage should be collected into the garbage bag provided and location should be completely clean of all trash, food, and contaminants.
- Garbage bag should be brought to the correct dumpster behind the kitchen.
- Untouched and unopened food can be returned to the kitchen in black pack out box for chef on duty approval.

Bagged Lunches

Purpose

Each group will enjoy a bagged lunch once per week.

Policy

- Follow all Food Safety guidelines.
- Roughly 20% of groups will have bagged lunch daily

Procedure:

Night before

- All perishable food can be separated into appropriate containers and storage bags
- All temperature sensitive food will be packed in brown paper lunch bags and stored in cooler #1 until morning.

Pick Up

- All non-temperature sensitive food and paper goods will be put in brown paper lunch bags prior to pick up.
- Food will be available for pick up at 10:00am and stored in small milk cooler in Dining Hall for ease of access to groups.
- All pack out boxes containing groups brown paper lunch bags will be labeled by group name. Dietary need bags will be labeled with camper's name.
- Groups will take their lunches to location of their choosing
- All temperature sensitive food can be without refrigeration for MAXIMUM 4 hours. Groups should plan the best time for their schedule to pick up and eat in the shortest amount of time possible.

Clean Up

- All temperature sensitive food that has been without refrigeration for more then 4 hours must be thrown away.
- All garbage should be collected into the garbage bag provided and location should be completely clean of all trash, food, and contaminants.
- Garbage bag should be brought to the correct dumpster behind the kitchen.

Summer Menu

Below you'll find our menu for this summer. If you have any questions, feel free to reach out to our Food Service Director Alex Welch, awelch@camphazenyumca.org, especially if you have a specific dietary need or allergy. If you are considering packing your child's own lunch, please remember we strive to be a nut free facility, also we have limited refrigeration space, it would be best to contact us before you make this choice.

BREAKFAST	Bagels w/ Cream Cheese Orange Juice Cups	Scone & Fruit Cup Orange Juice Cups	Yogurt & Granola Orange Juice Cups	Breakfast Sandwiches Orange Juice Cups	Bagel w/ Cream Cheese Orange Juice Cups	Breakfast ready and delivered to the pavilions @ 7:55am <small>Served to campers registered in before care that arrive before 8am</small>		
LUNCH	Served In Dining Hall	Served Outside	Served In Dining Hall	Served Outside	Take It To Go!	Served in Dining Hall	Pack Out	Take It To Go!
	~ Chicken Tenders ~ Mac & Cheese ~ Orange Wedges	~ Hamburger Buns ~ Grilled Hamburgers ~ L/T/Ch ~ BBQ Baked Lays ~ Watermelon ~ Pickles	~ Hamburger Buns ~ Grilled Chicken ~ Lettuce / Tomato / Cheese ~ Celery Sticks ~ French Fries	~ Hot Dog Buns ~ All Beef Hot Dogs ~ Baked Chips ~ Carrot Sticks	Pizza ~ Cheese & Pepperoni Pizza ~ Served in a Takeout Box	~ Chicken Salad Wraps ~ Lettuce / Tomato / Cheese	Pita Pizza ~ Pitas ~ Sauce ~ Cheese ~ Peppers ~ Onions ~ Pepperoni ~ Celery & Carrot Sticks ~ Ranch Dressing	Bagged Lunches ~ Cold Cut - Turkey/Ham/ Salami ~ L/O/Ch ~ Chips ~ Bagged Orange Wedges ~ Oreos ~ Apple Juice Cup
	Morning Snack Apple or whole fruit Afternoon Snack Individually Wrapped Cheese-its, Teddy Grahams, Hazen Cookies, or fruit snacks			Outdoor Cooking Orange Muffins Pancakes Banana Boats Smores		All menu items are subject to change based on availability		
	Vegetarian Gluten Free Dairy Free Options Available	Vegetarian Gluten Free Options Available	Vegetarian Gluten Free Options Available	Vegetarian Gluten Free Options Available	Vegetarian Gluten Free Dairy Free Options Available	Gluten Free Dairy Free Egg Free Options Available	Gluten Free Dairy Free Options Available	Vegetarian Gluten Free Dairy Free Options Available

Vendors

Purpose:

To safely purchase good from reputable vendors at the best price that benefits Camp Hazen YMCA's operation.

Policy:

- Follow - [CT Compliance Guide for the Food Service Inspection Form](#), for safe purchasing.
- Reduce the number of vendors to minimize the number visitors on camp property.

Procedure:

- Use minimal vendors for all products including food, paper goods and cleaning supplies.
- All sales representatives will check in at office before arriving to the kitchen.
- All adults including representatives and drivers will wear a face mask when on camp property.
- Orders will be scheduled for delivery on Monday's, Wednesday's, and Friday's.
- Orders should be planned to ensure all products will be available.
Minimum 2 days.
- Orders need to be submitted no later than 3:00pm on the day before delivery.
- Orders should be delivered before 7am when possible as to not interrupt the daily procedures.
- US Foods uses key drop service. Drivers have food service key.
- Loading dock and back door should be clear for easy access the day before delivery.

Sales Representatives

- All sales representatives will schedule time and check-in at camp office before arriving to the kitchen. Photo ID will be required.
- Camp Office will contact Food Service upon arrival to ensure availability.

Delivery Drivers

- Will only enter camp using service entrance.
- Will check in with Chef on Duty (unless otherwise planned) before the unloading of products.