

## 2021 Great Port Washington Campout COVID-19 SAFE OPERATING PLAN

**Recreation Director:** Kiley Schulte

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**Phone:** (262) 284-5881

**Dates:** Aug. 6 - 7

**Times:**

**Set Up:** August 6 - 1:30 p.m. – 3:00 p.m.

**Operational Time:** Aug 6 - 3:00 p.m.– Aug 7 - 11:00 a.m.

**Tear Down:** August 7 - 11:00 a.m. – 12:00 p.m.

**Objectives:**

1. Follow local and state guidelines for safe and healthy operations of the Campout event.
2. Clearly communicate operations with all vendors, volunteers & Customers/Community.

**Resources:**

[Wisconsin Department of Health Services](#)

[CDC – Guidelines for Gatherings & Large Events](#)

<b>Staff/Volunteers</b>	<ol style="list-style-type: none"> <li>1. Must wear CDC-approved facemasks while on duty.</li> <li>2. Must complete a virus screening form.</li> <li>3. Provide all staff/volunteers training and enforce safe and healthy practices.</li> <li>4. Separate duties for each staff/volunteer (i.e. sanitizer, server, transactions).</li> <li>5. Only one staff/volunteer assigned to handle payment/cash transactions.</li> <li>6. Staff/volunteers must monitor crowds and direct any customers not adhering to 6-foot distancing to disperse. Park area is large enough that 6-foot distancing can and must be maintained.</li> <li>7. Keep all personal items, e.g., bags, phones, etc., out of serving areas.</li> <li>8. Follow regular sanitation schedule for shared equipment.</li> <li>9. Frequent hand washing required (at least 20 seconds with soap and water or use of sanitizer greater than 60 % alcohol content).</li> <li>10. Avoid touching face.</li> <li>11. No shaking hands.</li> <li>12. If you feel sick or have any signs or symptoms of COVID-19, STAY HOME.</li> </ol>
<b>Operations</b>	<ol style="list-style-type: none"> <li>1. Adhere to all City ordinances and Park Area &amp; Facility Rental Policies and Procedures.</li> <li>2. Picnic tables will be spaced throughout park. Map will be provided as to where picnic tables will be placed to allow for proper social distancing.</li> <li>3. Promote credit card transactions as much as possible.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Only one volunteer assigned to handle payment/cash transactions.</li> <li>5. Maintain hand sanitizing stations provided by the City.</li> <li>6. Sanitize equipment and surfaces frequently including bathrooms, tables, countertops, beer taps, and credit card screens. COVID-19 approved disinfectant spray will be provided for sanitization use.</li> <li>7. Sanitizing wipes must be discarded after each use. Suggest use of paper towels for wiping down surfaces.</li> <li>8. After customers or group leaves each table, sanitize with disinfectant spray and paper towels. Mark sanitized tables with signage.</li> <li>9. Communicate to all customers that social distancing of 6-feet must be maintained unless within own family; ensure compliance.</li> <li>10. Signage must be placed at the entrance areas, service counters, and on each table with the rules in place.</li> <li>11. Inform Recreation Director of unsafe conditions requiring immediate attention.</li> <li>12. All campsites and firepit areas will be spread throughout the park to ensure proper distancing between families</li> </ol>
<b>Food/Beverage Vendors</b>	<ol style="list-style-type: none"> <li>1. All staff must wear CDC-approved facemasks while on duty serving food and beverage.</li> <li>2. Only one staff assigned to handle payment/cash transactions.</li> <li>3. Food stands will be specifically placed to allow for large amount of space between each stand and for lines to form with social distancing in place.</li> <li>4. A new plastic disposable cup is required for each poured beverage or sealed cans/bottles are preferred for sale.</li> <li>5. All staff must wear single-use disposable gloves whenever handling food and beverages.</li> <li>6. Only one volunteer assigned to handle payment/cash transactions.</li> <li>7. No communal condiments or self-service food stations allowed.</li> <li>8. All supplies and utensils must be disposable for customer use. Individually wrapped utensils are required.</li> <li>9. Non-disposable utensils used by volunteers only must be washed, sanitized, and rinsed frequently.</li> </ol>
<b>Customer Communications</b>	<ol style="list-style-type: none"> <li>1. Inform customers before entering about safe participation, via signage at entrance points and by email blasts/social media posts: <ol style="list-style-type: none"> <li>A. Participate at Own Risk – Due to potential exposure to COVID-19, we ask all patrons to be respectful of others and observe social-distancing and CDC guidelines.</li> <li>B. Stay home if you are sick or in a high risk group and have not been vaccinated.</li> <li>C. Do not congregate in groups unless members of the same household and or family. Groups must be limited to no more than 10 people.</li> <li>D. Wear a mask when not seated at a table or on the grass. For the safety of staff and other customers, wear a face-covering when ordering.</li> <li>E. Always maintain a 6-FOOT DISTANCE. Whenever waiting in line, maintain 6 feet of distance between yourself and others.</li> <li>F. Wash and sanitize your hands frequently. Wash your hands with soap and warm water in our restrooms. Hand sanitizer is</li> </ol> </li> </ol>

encouraged before/after each trip any communal area.

2. Bring your own chairs and blankets, as seating is limited.
3. Please pay with credit card as often as possible.
4. No pets or smoking in the park/event grounds.