

Immanuel Pumpkin Patch 2020 Day Manager COVID Safety Guidance

Prior to day manager arrival, Marilyn Wilson will clean/disinfect tables, chairs, and plexiglass barrier(s). We are disinfecting using an Alexandria Health Department-approved non-toxic but Covid-killing water-bleach solution in spray bottles—marked **Spray Disinfectant** affixed with a Mr. Yuk sticker. Health supplies kept in “Health Cart” in Narthex.

Each Day:

Check Physical Distancing Visual Cues in Place

- “Queue Starts Here” sign is at sidewalk and directly opposite Baked Goods tent
- Each discreet section of sidewalk from Baked Goods tent going back toward parking lot measures either 5 or 6 feet length. Place physical distance visual cues (chalk or orange cones) at every second sidewalk section end point – so physical distance is 10-12 feet (family units and wagons take up space!)
- Orange disc-cones (we have 50) – these are easiest to use – stored in Narthex
- Chalk Marks on sidewalks are another visual cue option –hey disappear quickly in the rain – colored chalk stored in Narthex

Start of Each Shift:

1. Verify Volunteer Health – Check volunteers do not feel sick, no fever (or other symptoms of Covid-19), and not exposed to Covid-19 in last 14 days. We aren’t taking temps; we trust our Volunteers! If yes to any, volunteer should not stay.
2. Check shift volunteers wash hands with soap and water prior to shift
3. Determine which volunteer is cashier and which is handling food – need to be different
4. Document Who is on Patch Shift – For each volunteer, record Name, Role, Shift Date, Shift time (needed in unlikely event contact tracing required) in Safety binder
5. Disinfect Square and Credit Card Device -- **Use only alcohol wipes** – no spray
 - a. Shift Volunteer Cashier disinfects the **Square** with an alcohol wipe any time a **different cashier** needs to use it. Small disposable alcohol wipes kept at table
 - b. Intent is for "touchless" pay by customer. Cashier is the only person to touch the Square; no signature required on credit card purchases. Please tape down the Credit card reader outside the plexiglass barrier so customer can easily insert credit card or use electronic pay (e.g.Apple Pay) without touching card reader.
 - c. Disinfect **credit card reader** with alcohol wipe at **each shift change**, as well as anytime you notice a customer has touched it.
 - d. Gloves are not recommended for Cashiers. Cashiers should wash hands or use hand sanitizer after handling cash or anything touched by another. Washing hands frequently for 20 seconds with soap and water is a better practice than using sanitizer; however, that won’t be feasible during busy times
6. Masks required for adults and school aged children. Anyone volunteering or visiting at ICOH Pumpkin Patch must wear mask over nose and mouth.
 - a. If customer approaches not wearing a mask, offer to sell them one of our attractive cloth masks. If customer does not wish to buy, offer a disposable one (we are not advertising free masks, but we don’t want to lose a customer).
 - b. If customer refuses to wear mask (for any reason), volunteer should politely explain we regret they are unable to stay at the Patch, because all volunteers/visitors must follow same health and safety requirements.
7. Spray Disinfectant/Hand Sanitizer
 - a. Check that spray disinfectant bottles and adequate hand sanitizer available at (1) **Main Cashier table/Baked Goods tables**, (2) Little Tykes **wagon station table**

- and (3) **mid-driveway table** (hand sanitizer only). Supplies of both kept in Narthex. (Spray disinfectant is non-toxic Alex. Health Dept-recommended mix 1 Gal room temp water and 1/3 cup bleach. Marilyn makes daily/brings to Patch).
- b. Spray disinfect chair handles and backs; table surfaces; cooler lids/handles for opening; outside of cash box (but use alcohol wipes on surfaces inside); and any other touched items around Cashier table and Baked Goods table – any time a different person handles the object Direct spray until surface looks wet— let surface air-dry at least one minute. **Per Alex. Health Dept., if plexiglass shield and Baked Goods Display Cases are cleaned prior to start of first shift, that is sufficient for the day (not typically touched by customers).
 - c. Use alcohol/Clorox wipe/spray a paper towel to disinfect the plexiglass Baked Goods Display Case handles – **do not spray toward case (with food inside)**.
 - d. Clean surfaces visibly soiled (dirty or sticky) first; then spray Disinfectant on cleaned surface and let dry.
8. Update Daily Checklist for each shift – separate checklist for each day in Safety binder

Other Important Info:

1. One shift volunteer should handle food (restock baked goods and coolers) but not be cashier (gloves vs. no gloves)
2. Food service
 - a. Gloves are recommended only for Volunteer handing food items to customer
 - b. Hand customer desired food item – no customer self-service. Most baked goods already wrapped in clear saran/baggie. For cupcakes, use tongs or paper barrier (tissue like paper) when handing to customer. Tongs kept with display case.
 - c. Keep coolers with soups and apple crisps behind the table—volunteer food server needs to open soup and crisp cooler and hand product to customer. No customer self- service as in past. Sign saying "Ask me about Apple Crisps", and a white board titled Soups of the Day with a list of the available soups will be either hanging or on Baked Goods table.
 - d. Used Plastic Bags: We asked Alexandria Health Dept about continuing this practice and they say it's fine: "According to the CDC, "the risk of infection by the virus from food products, food packaging, or bags is thought to be very low. Currently, no cases of COVID-19 have been identified where infection was thought to have occurred by touching food, food packaging, or shopping bags."
5. Wagon Station Table
 - a. Wagons are shared items and should be spray disinfected by the customer before/after each use—especially wagon handles.
 - b. A spray bottle of disinfectant will be kept on the Little Tykes Wagon Station Table with a sign for customer to spray wagon handle before and after use and spray wagon itself if anyone rides in it.
6. Church Restrooms for Volunteer Use
 - a. Restrooms in Narthex (single) and Parish Hall will be cleaned daily and have ventilation/exhaust fans – volunteers can use them safely
 - b. If customer asks to use a restroom, offer Narthex restroom.

Thank you for helping our volunteers and visitors remain healthy!