

## **Kit Carson Operating Plan for COVID-19 2020**

The following plan is being implemented by Kit Carson Lodge. Mike Riddle, Owner will ensure the plan is followed.

A Johns Hopkins Risk Assessment, Modification Assessment, and mitigation Measures has been completed for businesses re-opening.

- The assessment has determined Kit Carson Lodge risk is low
- The assessment has determined the modification score is high

Training and communication with employees on the plan will be conducted prior to opening on June 5, 2020. Each department will have their own unique detailed training prior to opening

### **Training topics:**

- Information on COVID-19, preventing spread and at risk populations
- Screening of employees, including temperature, and/or symptom checks using CDC guidelines
- The importance of hand washing
- The importance of physical distancing, both at work and off work
- Proper use of face coverings
- Department lead will fill out and sign daily reports of which employees worked as teams
- Notifying Management if any guest/employee has symptoms

### **Cleaning and Disinfecting Protocols for Hotel Operations**

- Remove reusable collateral items from rooms. Critical information should be provided as single use collateral.
- Bag dirty linens for transport and wash at high temperature and cleaned in accordance with CDC guidelines
- Install hand sanitizer dispensers throughout the property and in each hotel room/cabin
- Providing guests with an amenity bag during check-in containing face cover and gloves, upon request
- For each department, one employee will be responsible for cleaning high traffic areas
- Frequently disinfect commonly used surfaces
- Clean and sanitize shared equipment between each use
- Use products approved for use against COVID-19 on the EPA approved list. We will be using a product called BactroKill
- Provide time for employees to implement cleaning practices before, during and after shifts
- Encourage the use of debit/credit cards to minimize cash handling

### **Physical Distancing Guidelines**

- Provide signage to remind guests of physical distancing throughout the property
- Limit the amount of guests permitted in the Lodge lobby and store to keep social distancing protocols at CDC recommended 6 feet.
- Installing plexiglass barrier in the lodge at reception desk
- Installing plexiglass barrier in the store at the cash wrap desk
- Installing plexiglass barriers in restaurant between tables
- Signs posted throughout the property reminding guests of social distancing, hand washing, hand sanitizing, as well as suggesting face coverings and gloves

## **Guidance for Silver Fork Restaurant**

- Employees must stay home if sick
- Encourage guests in at risk populations to order take-out
- Post signs regarding hand washing before and after meals
- Post signs regarding not touching eyes, nose or mouth
- Use touches payment when possible
- Employees must wear facial coverings while in the restaurant. These can be face shields or facial masks
- Employees must wear gloves while on shift in the restaurant
- Wash rinse and sanitize food contact surfaces, food preparation services and counters after use
- Use paper menus and dispose of after each use
- Wipe off any pens after each use
- Sanitize customer areas after each sitting with disinfectant. These include tables, chairs, condiments, condiment holders, and another surface or item guests may have touched
- Limiting parties of not more than 10
- Increase sanitization of public restrooms
- Wipe off all handles, knobs, faucets, as needed. Sanitize all areas of the kitchen
- Install plexiglass barriers between tables to minimize guest to guest contact
- We have eliminated the soup/salad bar
- Employees will have their temperature checked prior to shift