

## **Walker Creek Ranch Food Allergen Campus Policy**

Walker Creek Ranch (WCR) is aware of the increasing prevalence of severe food allergies. Though we cannot guarantee a facility free of all potential allergens, we have implemented the following preventative measures in order to minimize the risk to our guests with severe food allergies:

- WCR asks to be informed in writing of all guest allergies, potential reactions, and protocols specific to that individual (i.e., "John Doe is allergic to dairy products, ingestion of any dairy products can cause anaphylaxis, and Mr. Doe carries an EpiPen as a precaution).
  - During Outdoor Education Programs, this information is to be included on the health form of all student participants.
  - During Conference events, a Dietary Information form (sample attached) will be included with the 30-Day Reservation Confirmation to better assist conference leaders in completing the dietary section of the 30-day Reservation Confirmation.
- All guests who have food allergies will have an opportunity to meet WCR staff to discuss their dietary restrictions and review the Ranch procedures for addressing dietary needs.
  - During Outdoor Ed. Programs, students with food allergies or dietary restrictions/preferences are oriented on arrival day as to WCR's procedures for distribution of alternative meals.
  - During Conference events, an orientation is conducted and the group is given information on WCR's procedures for distribution of alternative meals for participants with dietary restrictions/preferences.
- WCR will provide alternate allergen free food options for our guests with allergies.
  - These options will be clearly labeled and held on the counter in the kitchen during meal times.
  - Once the meal service is over, guests will no longer have access to the kitchen to retrieve these options.
  - If a guest misses the meal, that individual may ask the staff for a snack. Snack items will include whole fruit, cereal, and/or a sun butter and jelly sandwich. If questioned, staff will politely inform guests that the leftovers from the meal are not available due to WCR policy and procedures designed to ensure guests a safe and healthy dining environment.
  - Once the kitchen is closed, kitchen staff will make leftover food available for WCR staff. As a precaution against guests finding their way into the kitchen and inadvertently consuming food that may cause an allergic reaction, food that was prepared for guests with allergies will never be mingled with the regular food during the staff meal. Once food is ready to be stored, it can be combined and labeled properly.
- Available information about guests with food allergies will be recorded on the OE Dietary Information Sheet and/or Conference kitchen worksheet and posted in the kitchen throughout duration of a guest's stay.
- WCR has a written emergency action plan in place for managing allergic reactions up to, and including anaphylaxis.

- During Outdoor School Programs, WCR requests that parents/guardians consider alternatives to student's lunches on arrival day that do not include peanut or tree nut products (as allergies to these products are fairly common and casual contact can cause a reaction).

The following language is written on:

Outdoor Education Health Form (provided to all Outdoor Education Parents)

Conference 30-day Reservation Form (provided to all Conference Group Leaders)

*The health and well-being of all guests is the top priority of Walker Creek Ranch staff. To assist in this effort, please remind your child/participant of what to do if they suspect they are having a reaction and review with them all the signs and symptoms of anaphylaxis. It is also requested the school/group monitor any and all persons with dietary needs or allergies (if a child has a severe allergy and requires an EpiPen, the group or school is recommended to provide a trained adult to oversee their diet and medical care).*

*Finally, the food services staff makes every effort to accommodate special dietary needs. Guests are welcome to bring/ send food items to supplement their menu while they are at Walker Creek Ranch. Please contact the Food Service Manager Eric Briggs at 415-491-6600 ext. 375 before the start of the program to discuss any dietary concerns your participants may have.*