

<p align="center">Worksite Specific COVID-19 Prevention Plan County of Ventura, State of California</p>				
<p>Business Name: _____</p>		<p align="center">Business Sector: Campgrounds, RV Parks, and Outdoor Recreation</p>		
		<p align="right">Person Responsible for Implementing Plan: _____</p>		
<p align="center">COVID-19 General Checklist Items for Employers (Release May 12, 2020)</p>		<p align="center">Procedure (write a short statement on how you will address the checklist item)</p>	<p align="center">Frequency (hourly, daily, etc...)</p>	<p align="center">Resources Needed (gloves, signage, barriers etc...)</p>
1	RV parks at the beach are allowed 2/3 capacity.			
2	RV parks not at the beach are allowed 50% capacity.			
1. Worksite Plan				
1	Establish a written, worksite-specific COVID-19 prevention plan at every location and/or facility, perform a comprehensive risk assessment of all work areas, and designate a person at each area to implement the plan. House all worksite-specific COVID-19 prevention plans on a centralized database for reference and centralized access.			
2	Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks workers and employees.			
3	Train and communicate with workers, employees and employee representatives on the plan.			
4	Regularly evaluate all areas for compliance with the plan and document and correct deficiencies identified.			
5	Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.			
6	Develop a process to implement quarantine measures for any campground or RV park staff that live on-site.			
7	Identify close contacts (within six feet for 15 minutes or more) of an infected worker or employee and take steps to isolate COVID-19 positive employee(s) and close contacts.			
8	Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause a facility to be temporarily impacted or closed.			
2. Employee Training				
1	Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.			

2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.			
3	The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC such as a frequent cough, fever, difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.			
4	To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.			
5	The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) when employees cannot get to a sink or handwashing station, per CDC guidelines).			
6	The importance of physical distancing, both at work and off work time (see Physical Distancing section below).			
7	Proper use of face coverings, including: (1) Face coverings do not protect the wearer and are not personal protective equipment (PPE). (2) Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. (3) Face coverings must cover the nose and mouth. (4) Employees should wash or sanitize hands before and after using or adjusting face coverings. (5) Avoid touching eyes, nose, and mouth. (6) Face coverings should be washed or discarded after each shift.			
8	Ensure temporary or contract workers or volunteers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers or volunteers.			
9	Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.			
3. Individual Control Measures and Screening				
1	Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.			

2	If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines, as described in the Topics for Employee Training section above.			
3	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.			
4	Employers should provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.			
5	Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.			
6	Face coverings are strongly recommended when workers are in the vicinity of others. Workers should have face coverings available and wear them when in close proximity to visitors and other staff, in the office or reception area, or in a vehicle during work-related travel with others. Face coverings must not be shared. Employers are generally encouraged to provide face coverings but must provide them when required by employer rules or these guidelines.			
7	Employers must take reasonable measures to remind workers that they should use face coverings and frequently wash their hands with soap and water or use hand sanitizer.			
8	Contact visitors with reservations at campgrounds and RV parks before their scheduled arrival to confirm the reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the visitor answers in the affirmative reschedule or cancel the reservation.			
9	Campground and RV park operators should take steps to ensure visitors are fully aware of the park's new policies and procedures prior to their arrival. Such policies should include the right for campground and RV park operators to cancel reservations for parties with symptomatic visitors; new check-in procedures; physical distancing requirements; and cleaning and disinfecting schedules for accommodations, amenities, and common areas like the check-in/registration area and the park general store or visitor center.			
10	Outdoor recreation operators should take steps to make the public aware of new protocols at the facilities. This could include using social media, website, texts, email, newsletters, etc., to communicate the steps being taken to protect visitors and staff so that they are familiar with updated policies (e.g. the use of face coverings and physical distancing requirements) before arriving at the facility.			

4. Cleaning and Disinfecting Protocols				
1	Perform thorough cleaning on all high traffic areas such as guest check-in areas and lobbies, visitor centers, staff break rooms, restrooms, and areas of ingress and egress, including stairways and handrails, throughout the day.			
2	Frequently disinfect commonly used surfaces and items including golf cart or vehicle steering wheels and gear shifts, keys, tools, water spigots, trash receptacles, lounge chairs, shared equipment, doorknobs, countertops, toilets, and handwashing facilities.			
3	Outdoor recreation operators should consult with equipment manufacturers to determine the appropriate disinfection steps, particularly for soft, porous surfaces. Encourage visitors to bring and use their own equipment wherever possible.			
4	Equip guest reception and check-in areas and staff workstations with proper sanitation products, including hand sanitizer and disinfectant wipes.			
5	Amenities, including trail maps, books, magazines, coffee, water, selfserve stations (unless touchless), and other items for visitors, must be removed from reception areas to help reduce touch points and visitor interactions. Trail maps and other printed informational materials may be distributed to visitors on arrival for their individual use.			
6	Difficult to clean and commonly-touched items, including shared board games or books, should not be loaned out to visitors, if possible. If loaning out such items, consider placing returned items in a storage container for at least three days before loaning to a different visitor.			
7	Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.			
8	Oftentimes restroom facilities without running water, such as portable toilets and vault toilets, are not stocked with hand hygiene products. Encourage visitors to be prepared to bring their own hand sanitizer with at least 60% ethanoyl or 70% isopropyl alcohol for use in these facilities. If provided, make sure portable handwashing stations are maintained and soap, towel, and water supplies are kept full.			
9	Clean restroom facilities on an accelerated schedule to keep them clean and encourage campers and visitors to use them, thereby avoiding campers rejecting dirty and unsanitary restrooms and using the outdoors instead. Where possible, provide disposable seat covers in restrooms.			
10	Encourage visitors to pack out what they pack in, wherever possible, to minimize the amount of trash staff must dispose of at the campsite, park, trailhead, or other facility.			
11	Water filling stations, RV dump stations, and propane filling stations must be cleaned and disinfected each day and staff should wipe down the equipment after each use. If possible, place hand sanitizer near these facilities for visitor and staff use.			

12	Staff should avoid sharing tools, phones, electronics, and office supplies as much as possible and, where feasible, ensure workers have dedicated workstations for their personal use. Never share PPE.			
13	When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer’s directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health.			
14	Provide time for staff to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the staff’s job duties. Consider procuring third-party cleaning services where feasible and appropriate.			
15	Consider installing portable high-efficiency air cleaners for offices or other workspaces, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.			
16	After each visitor stay, amenities at each site should be properly wiped down, cleaned, and disinfected. This includes BBQ grills, chairs, all secondary seating (e.g. swings or benches), water spigots, and RV electrical and water hook-ups.			
5. Physical Distancing Protocols				
1	Implement measures to ensure physical distancing of at least six feet between and among workers and visitors. This could include installing a Plexiglas barrier between staff and visitors in stores, lobbies, reception areas, or visitor centers or using visual cues to guide visitors where to stand or queue. Visitors should also be directed where to stand, using visual and/or verbal cues as appropriate, when waiting to use water filling stations, RV dump stations, propane filling stations, and other similar service locations.			
2	Wherever possible, implement staggered employee shifts, work in assigned teams, vary arrival and departure, and stagger breaks in compliance with wage and hour regulations to avoid interaction or grouping among staff.			
3	Avoid shaking hands, bumping fists or elbows, and other physical contact.			
4	Consider offering staff who request modified duties options that minimize their contact with visitors, customers, and other staff (e.g., managing inventory or managing administrative needs through telework).			

5	Operators should monitor areas where people are likely to gather and ensure that physical distancing and other guidelines are followed. These areas might include sports fields, skateparks, basketball courts, tennis courts, trail heads, popular day use areas, and picnic areas. Post signs on physical distancing requirements and discourage groups from gathering in larger numbers than are currently recommended or allowed by the local county.			
6	For facilities that provide paid, controlled outdoor activities, consider implementing a reservation system to limit the number of visitors at the facility.			
7	Consider implementing remote check-in options for new arrivals at campgrounds or RV parks wherever possible. Post signs at the park's entrance to communicate with visitors what they need to do upon arrival. List a phone number, for example, for visitors to contact rather than entering the registration area. Encourage the use of online payments, on-site pay stations, credit card payment, or payment over the phone, where possible.			
8	If remote check-in is not feasible, check-in visitors outside, if possible, and email receipts. Where necessary, escort or direct visitors directly to their site upon arrival following physical distancing requirements. Only one household should occupy each campsite or rental unit and nonregistered visitors should not be permitted entry to the campground or RV park.			
9	Consider implementing a process for visitors to pre-purchase items from the general store, including firewood, food items, or other goods, and have staff deliver items to the visitor's campsite or RV.			
10	Outdoor spaces intended for gatherings and group functions, including pavilions, communal fire rings, public-use camp kitchens, and amphitheaters should remain closed. Remove, separate, post closure signs, or tape-off all benches, common area picnic tables, and multiperson seating (including seating around fire pits) to discourage visitors from congregating. Playgrounds should also remain closed.			
11	All public events and/or concentrated gatherings, including group bonfires, group campsites, presentations at outdoor amphitheaters, musical or other performances, or other events must be cancelled or postponed.			
12	Smaller picnic shelters, such as those that typically accommodate only household groups, can remain open with posted physical distancing related restrictions (e.g., limit use to one household at a time).			
13	Review campground and RV park sites to determine if the park needs to operate at a decreased capacity in order to maintain physical distancing.			
14	Adjust any staff meetings to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines. Hold meetings with workers over the phone, via webinar, or outdoors wherever possible. Consider virtual interviewing and on-boarding for new staff when possible.			

6. Additional Considerations for Outdoor Recreation			
1	<p>Campground, RV park, and outdoor recreation operators should take steps to assess the risk inherent in the recreational activities that take place at their facilities. There are a number of actions operators can take to help lower the risk of COVID-19 exposure and reduce the spread during activity. The more person-to-person interaction, the closer the physical interaction, the more sharing of equipment there is by multiple participants, and the longer that interaction, the higher the risk of COVID-19 spread. Therefore, risk of COVID-19 spread can be different, depending on the type of activity. Operators should take steps to ensure that higher risk activities, including those not yet recommended by CDC guidelines, are not occurring on their properties.</p>		
2	<p>Evaluate the processes for renting and loaning recreational equipment and determine whether there is adequate staff capacity and available cleaning and disinfecting supplies to reopen such operations. All rented or shared equipment and items must be cleaned and disinfected between visitor use, including sports equipment, kayaks, surf or paddle boards, canoes, bikes, fishing gear, helmets, life vests, and other items.</p>		
3	<p>Modify outdoor recreational activities, where necessary, to ensure proper cleaning and disinfecting protocols can be implemented. Such measures will be specific for the type of activity and the capacity of the facility but some examples include:</p> <ul style="list-style-type: none"> o Encourage visitors to bring all of their own equipment, wherever possible, to minimize sharing of equipment. o Individual campsites should be occupied by members of the same household. o Remove all shared, on-site equipment that cannot be cleaned and disinfected between uses, where possible. This could include removing the rakes from golf courses or chalk or writing utensils for posted scoreboards. Facility-provided games and equipment that are intended for communal use, e.g. horseshoe or cornhole sets at campgrounds or RV parks, should be removed. o At equine facilities, clean and disinfect gate latches, spray nozzles, cross tie snaps, pitchforks, wheelbarrows, and other frequently used items regularly or after contact with personnel. o For-hire fishing and small group charter operations must ensure customers have access to handwashing facilities or proper hand sanitizer on the vessel. o Clean and sanitize arrows before and after use at archery ranges. o Remove all score tenders at tennis and volleyball courts to prevent touching. Facilities should consider restricting tennis or volley balls to a particular group, court, or day of the week. This could include labeling them with a permanent marker. 		
4	<p>Cleaning and disinfecting “soft goods,” such as life jackets, wetsuits, cotton lead ropes, saddle bags, or backpacks, poses particular challenges. Such equipment requires an effective cleaning procedure or sufficient equipment inventory to allow for sufficient “down time” of at least three days between uses to minimize risk of COVID-19 transmission.</p>		

5	High contact programs and sports that require close contact of less than six feet in distance between members of different households should be suspended. This includes activities such as group sporting events, pick-up basketball, intermural sports activities, races, or dances.			
6	Limit high or close contact outdoor recreation activities to household units. This includes boat rentals, basketball and volleyball games, rope courses, and climbing walls. At campgrounds and RV parks, consider whether nature walks, movie nights, mini-golf, geocaching, scavenger hunts, or other activities can be developed for household units in a way that maintains physical distancing.			
7	Modify outdoor recreational activities, where necessary, to allow for multiple households to utilize the facility or the equipment while maintaining physical distancing. Such modifications will be specific for each activity and depend on the capacity of the facility but some examples include: <ul style="list-style-type: none"> o Stagger tee times at golf courses and require one household per golf cart. o Limit the capacity on small group guided fishing, hunting, or chartered boat trips or reconfigure seating on boats or other vehicles. o Set up a schedule of access times to limit the capacity of people in a barn or equine facility if demand requires scheduling to maintain physical distancing. 			
8	When outfitting people with helmets, gear, protective clothing, lifejackets, or other items, staff should maintain physical distance. Where possible, staff should demonstrate how to properly don and doff equipment rather than breaking physical distance to assist.			
9	Campground, RV park, and outdoor recreation operators should review additional guidance on Family Entertainment Centers on the COVID-19 Resilience Roadmap website.			
7. Additional Considerations for Communal Restroom and Shower Facilities				
1	Campground, RV park, and outdoor recreation operators should consider staffing and other capacity and resource needs to ensure that shared, public restrooms can be cleaned and disinfected throughout the day. Maximum occupancy for the campground, RV park, or recreation area should be based on the number of fully-operational restrooms that the park operator can maintain and which can support physical distancing requirements.			
2	Shared restroom facilities should be cleaned regularly using EPA registered disinfectants throughout the day. High-touch surfaces such as faucets, toilets, doorknobs, and light switches must be frequently cleaned and disinfected. Employees should be trained on the hazards and proper use of new products per Ca/OSHA requirements, and be provided with any required protective equipment for the specific cleaning products in use, such as eye protection or gloves.			
3	Create and post a cleaning schedule in every open restroom facility. Post the cleaning schedule on the front of the door so visitors know when they can/cannot use the restroom. Make sure to close the restroom during the cleaning and disinfecting process.			

4	Consider using a checklist or audit system to track how often cleaning is conducted.			
5	Only allow shower room use if partitions are in place or signs have been posted to specify physical distancing requirements. If partitions or proper distancing are not possible, these facilities should remain closed.			
6	Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks, faucets, soap dispensers, sanitizer dispensers, and paper towel dispensers.			
7	Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening-devices, or powered door operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, prop the door open and/or place a trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with egress, evacuation, emergency equipment, or any reasonable accommodations provided under the Americans with Disabilities Act. Make sure trash cans are emptied regularly.			
8	Campground, RV park, and outdoor recreation visitors should be instructed that sinks could be an infection source and should avoid placing toothbrushes and other items directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the restroom.			
9	Campground and RV park management should encourage guests staying in vehicles with toilets and showers/bathing equipment to use their own facilities rather than shared ones, if possible.			
10	Provide information on how to wash hands properly, including hanging signs in restrooms.			
8. Additional Considerations for Swimming Pools and Aquatic Venues				
1	Campground, RV park, and outdoor recreation operators with swimming pools and splash pads should take additional steps to ensure those facilities are properly cleaned and disinfected for visitor use, according to CDC guidelines.			
2	Please note that saunas, steam rooms, and hot tubs should remain closed.			
3	Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).			
4	Consult with the company or engineer that designed the aquatic venue to decide which List N disinfectants approved by the EPA are best for the aquatic venue. Ensure the safe and correct use and storage of disinfectants, including storing products securely away from children.			
5	Set up a system so that furniture and equipment (e.g., lounge chairs) that need to be cleaned and disinfected are kept separate from furniture that has already been cleaned and disinfected. Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.			

6	Encourage visitors to bring and use their own towels. If towels are provided, launder them and clothing according to the manufacturer’s instructions. Use the warmest appropriate water temperature and dry items completely. Handle towels with disposable gloves and minimal disturbance, i.e., do not shake them.			
7	Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).			
8	Ensure that the facility has adequate equipment for patrons, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Limit the use of the equipment to one patron at a time and clean and disinfect the items after each use.			
9	For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, visitors, or swimmers.			
10	Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements. This could include removing lounge chairs or taping off areas to discourage use.			
11	Provide physical cues or guides (e.g., lane lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that staff, visitors, and swimmers stay at least six feet apart from one another, both in and out of the water.			
12	Where feasible, install impermeable physical barriers such as Plexiglas where staff and patrons must interact and physical distancing is difficult.			
13	Consider implementing reservations for pool use or implementing other mechanisms to support physical distancing. This could include reserving full-lanes for individual lap swimming and half-lanes for individual household use.			
14	Ensure that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.			
15	Aquatic venues should avoid activities that promote group gatherings and should be aware of local policies on gathering requirements to determine if aquatic fitness classes, swim lessons, swim team practices, swim meets, or pool parties can be held.			
16	CDC’s Model Aquatic Health Code has more recommendations to prevent illness and injuries at public pools in parks.			
9. Additional Considerations for Cabins and Rental Units				
1	Campgrounds and RV parks with cabins or other rental units should take the proper steps to clean and disinfect those areas after each use. This includes wiping down and cleaning bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.			

2	All linens must be removed and laundered between each visitor stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, ensure staff wear disposable gloves when handling dirty laundry and then discard after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens in the rental unit. Provide such items only on request.			
3	Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.			
4	Kitchen items, including pots, pans, and utensils, must be thoroughly cleaned with soap and hot water, preferably in a dishwasher, between each visitor stay. Provide adequate dish soap and new, unused sponges for each visitor upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.			
5	Consider instituting a 24-hour waiting period after a visitor checks out before cleaning any campground-owned accommodations, including rental units.			
6	Any rental unit intended for large gatherings, including conferences or meetings, should not be opened until such operations can resume.			
7	Additional guidance for the Hotel and Lodging industry is available on the COVID-19 Resilience Roadmap website.			
10. Additional Considerations for Food and Dining				
1	Dine-in restaurants, bars, snack bars, and other concessions must be run in accordance with current orders and guidelines for such establishments on the COVID-19 Resilience Roadmap website. All self-service food stations should be closed, including coffee machines, soda fountains, or toasters.			
2	Where possible, visitors should order food items online or over the phone and food should be available for pick-up. Walk-up snack bars or concession services should be available for pick-up of pre-ordered items. Visitors are strongly recommended to wear face coverings when picking up pre-ordered items from the snack bar or concessionaire. If preordering is not available, ensure visitors maintain physical distancing when ordering food items.			
3	Snack bars and concessionaires should sell pre-packed and individually wrapped food wherever possible. Wrap silverware or plasticware individually within a napkin so people are not picking them out of a group of utensils in a basket, cup, or box.			
4	Encourage the use of credit cards or accept payment over the phone, if possible, for food items.			

5	Outdoor recreation operators should not hold potlucks or similar family style eating and drinking events that increase the risk of cross contamination. If food and beverages must be served or shared, provide items in single-serve, disposable containers whenever possible. Staff or volunteers serving food should wash hands frequently and wear disposable gloves and face coverings.			
11. Additional Considerations for Campground and RV Park Laundry Facilities				
1	If necessary, adjust the operating hours for laundry room facilities to ensure that staff have adequate time to frequently clean and disinfect the laundry machine lids and doors, lint screens, tabletops and counters, chairs or benches, soap dispensers, vending machines, change machines, sinks, and other areas.			
2	Consider placing hand sanitizer and disinfecting wipes in the laundry room so visitors can wipe down the area before/after they use the machines.			
3	Remove all games, books, brochures, or other items from the laundry facilities. Remove laundry baskets or bins, if provided.			
4	Consider developing an appointment-type system for the laundry facilities so that staff know when the facilities are being used and visitors can avoid unnecessary interaction. Keep the laundry facilities locked between scheduled appointments to ensure adequate time for cleaning.			
5	If not possible to implement an appointment-type system, maintain physical distancing by closing every other machine so the six-feet of physical distance can be maintained between visitors. Encourage visitors to wait outdoors while laundry is being washed/dried. Alternatively, use visual cues to direct visitors where to stand and limit access so individual visitors can use multiple machines that are together. Determine what the maximum capacity should be for the room size and post a sign on the door that states how many individuals can be in the room at one time, along with the cleaning and disinfecting schedules.			
12. Additional Considerations for Ground and Building Maintenance				
1	Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed. Follow the complete CDC guidelines for cleaning and disinfection.			
2	Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment, including surfaces in the cabs of all vehicles.			
3	Minimize or eliminate use of shared equipment and tools. If tools are shared, sanitize between each use, according to CDC guidelines. Sanitize all tools at the end of the work day.			
4	Require workers to wash hands or use hand sanitizer between the use of shared equipment, such as workstation tools, radios, mobilized carts, and other items.			

5	Janitorial or custodial workers must be told if they are going to be working in a location where an infected person has been. Qualified third-party qualified cleaning services are recommended for decontamination of affected areas.			
6	Any area where an infected person has been must be closed and ventilated for 24 hours, if possible, before workers can enter for cleaning. 19. If not possible, ventilate the area for the maximum time possible, but never less than 3 hours. Alternatively, any contaminated area where access can be effectively restricted can be closed for seven days to let the virus die.			
7	If janitorial or custodial workers are asked to disinfect an area with known COVID-19 cases, they must not start operations until the campground or RV operator has provided the proper protective equipment and hazard training, or a refresher training. Janitorial or custodial staff must wear disposable gloves for all tasks in the cleaning process, including handling trash. Workers should be reminded to wash hands with soap and water immediately after taking off the gloves, or use hand sanitizer. Additional PPE might be required, including eye goggles, based on the cleaning/disinfectant products being used and whether there is a risk of splash. Janitorial staff must be provided training and information on the hazards of cleaners and disinfectants used, the availability of the safety data sheets, PPE required, and ventilation required.			
8	Workers should have enough ventilation (air flow) in areas where they are cleaning. If cleaning in a bathroom or other small space, make sure the door and windows are propped open.			
9	To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health.			
10	Workers conducting cleaning should be supplied with first aid supplies, including bandages or other items to cover any cuts, scratches, or open wounds on skin and have sufficient supply to change the bandages often.			
11	Campground and RV park visitors must be reminded to maintain six-feet of distance from maintenance, janitorial, or custodial staff on the maintenance team. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able to share such information without fear of reprisal or retaliation.			
12	Campground and RV park operations should evaluate if the dog park on the grounds is large enough to accommodate visitors and their animals while maintaining proper physical distancing. If the space is not sufficient, dog parks must be expanded, occupancy-limited, or closed.			
13	Ground crews and building workers should refer to additional guidance on limited services available on the COVID-19 Resilience Roadmap website.			

13. Additional Considerations for Visitors			
1	When camping or engaging in outdoor recreation, visitors should make sure they plan ahead. When possible, visitors should make reservations and purchase permits, firewood, ice and other items online or by phone before arriving on site. Cash-less and minimal-contact transactions are becoming a common operating procedure in many establishments to avoid lines and person-to-person interactions. This will help protect visitors and staff.		
2	Visitors should be prepared to be as self-contained and self-sufficient as possible. For example, arrive prepared with your own soap, surface disinfectant supplies, hand sanitizer, paper towels/hand towels, and toilet paper. It is also advisable to bring disinfecting wipes to clean up before and after use of common facilities. Bring your own sports equipment, towels, first aid supplies, and other items needed for outdoor recreation whenever possible. Visitors should bring plastic table cloths for picnic tables that can be disposed of or taken back home for washing.		
3	To ensure physical distancing can be maintained, visitors should set up their campsite or picnic areas to maximize distance from adjacent campsites and picnic sites that host people from different households.		
4	<p>Visitors should be prepared to follow all rules and updated policies at campgrounds, RV parks, and other outdoor recreational areas, including public parks, walking trails, and marinas. These new rules and policies could include:</p> <ul style="list-style-type: none"> o Come to the park or facility prepared. Many programs and facilities will be canceled or closed, so visitors should check online resources for updated information about rule changes and closures to know what to expect upon arrival. For example, some outdoor recreation areas may not open immediately due to the time required for gates to be unlocked, sites to be serviced, and potential for crowding. o Observe all cleaning protocols for self-service facilities and amenities before using them. o Leave furniture, such as picnic tables and chairs, as they were found as park staff may have appropriately spaced these items to encourage physical distancing. o Follow directional signage – e.g., wait your turn and abide by capacity limits – that will promote physical distancing in buildings, at overlooks, and around other confining spaces. o Plan your travel in a safe and responsible way. Be mindful that backcountry and rescue operations require many emergency responders and extra demands on those healthcare resources puts everyone at risk. 		

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.

Signature: _____

Date: _____

