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# COVID19 Business Specific Health & Safety Form

# CAMPGROUNDS, RV PARKS, OUTDOOR RECREATION

**NOTE:** In order to self-certify compliance at [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org/), you must **read and implement** the County of Mendocino-specific guidelines for Campgrounds, RV Parks and Outdoor Recreation issued in the June 12, 2020 Public Health Order.

In order to fill out this form and create a health and safety plan for your business, refer to the [State of California Guidelines for Campgrounds, RV Parks and Outdoor Recreation](https://covid19.ca.gov/pdf/guidance-campgrounds.pdf) and the [County of Mendocino Public Health Order dated June 12, 2020](https://www.mendocinocounty.org/home/showdocument?id=36100). A health and safety plan is required to operate.

6/13/2020 NF

1. Describe the type of signage you will have and locations. On front door and protective divider in reception area, signage stating Social Distancing Requirements and COVID-19 guidelines.
2. Describe the PPE you will provide to your employees and guests. Employees are provided with washable, non-medical grade, 3-layer fabric masks. Guests are required to provide their own PPE.
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques. Verbal training provided, as well as written protocol, and constant communication with the purpose of improving and/or correcting errors.
4. Describe your plans for protecting your employees' health. Employee health self-assessments, company-conducted employee health screenings at the start of each shift, employees exhibiting symptoms or temperatures are sent home, distancing requirements, use of face coverings and gloves, frequent hand washing, and frequent disinfecting of all areas with any type of contact.
5. Describe your plans for protecting the health of clients and guests. Guests are required to bring and use PPE at all times; pre-arrival health screenings conducted via phone; guests exhibiting symptoms or temperatures are not permitted in the park; protective divider between reception area and office staff; guideline signage posted on door and protective divider in reception area; limit of one person in reception area at a time; reception area and door knobs are disinfected after each guest leaves; high efficiency air cleaners located in reception and staff office areas; hand sanitizer provided; single-use pens; brochures, magazines and informational literature is available by request only; no gatherings of any kind are permitted between guests of different spaces; RV spaces are disinfected after each guest leaves; and communal spaces (restrooms, fish cleaning station and trash/recycling facilities) are closed.
6. Describe how you will prevent crowds gathering at your facility. Occupancy limited to 75% (23 occupied spaces and 8 vacant spaces); communal areas closed (restrooms, fish cleaning station, and trash/recycling facilities); no gatherings of any kind are permitted between guests of different spaces; and limit of one person in reception area at a time.
7. Describe how your will enforce physical distancing at your facility. Posted signage; guests and employees required to sign documents adhering to distancing practices; tape on floor of reception area to demonstrate 6’ of distance; only one employee at a time permitted in staff office area; and only one person at a time permitted in reception area.
8. Describe the payment methods you will use (contactless is preferred). Cash, credit cards and checks passed via non-contact below protective divider between reception area and office staff area.
9. Provide the name, phone number and email address (optional) of the person or persons you have designated as the contacts for your property and who can be on the property within an hour. Carolyn Morgan: 707/889-0735
10. Reservations are required. What are your methods for taking reservations and appointments? Reservations are required, no walk-ins permitted. Reservations will be managed to maintain 75% occupancy.
11. Describe the limit on the number of guests permitted in each tent site, RV site, and cabin (regardless of size). Each RV space is limited to 2 adults and 3 children.
12. Describe the occupancy limitations for your campground or RV Park. Occupancy has been reduced to 75% (23 occupied spaces and 8 empty spaces).
13. How many hours are necessary between tent site, RV site or cabin rentals for required cleaning and disinfection? Less than a half an hour per RV space is necessary to disinfect pedestal and equipment and pick up all trash.
14. Describe the method you’ll use to keep physical distancing between tent or RV sites. RV spaces are 20’ apart and RV doors open to the back side of the adjacent RV, providing guests with a protected area in which to enter and exit their RVs.
15. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders. RV guests are required to read, sign, and abide by our COVID-19 RV Guest Guidelines and Information document upon check-in. Guests are also given a copy of the RV Guest Guidelines and Information document as reference. Any guest not abiding by the Guidelines will be asked to leave the park.
16. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation? Our RV park would close for a minimum of 2 weeks to prevent the spread of the virus and protect our employees. Within that time, all facilities would be thoroughly disinfected several times. After 2 weeks, if all employees are still symptom-free, we would reopen under improved practices for the prevention of COVID-19.
17. Describe the methods you will use to clean and disinfest communal restroom and shower facilities. All communal areas including restrooms, fish cleaning station, and trash/recycling facilities are closed.
18. Describe the measures you will take to clean swimming pools and surrounding areas. N/A
19. If your facility has a food/dining area, describe the measures you will take ensure the safety of guests and employees. N/A
20. Describe the measures you will take to clean and disinfect communal laundry facilities. N/A
21. Describe the specialized training you will give to grounds and building personnel. Maintenance personnel are being verbally trained on a continuous basis, and written protocol is provided and revised continuously with the purpose of improving practices and correcting errors.
22. Describe the measures you will take to communicate with visitors and keep them safe. Pre-arrival health screening and guideline requirements via phone, guideline signage posted on door and protective divider in reception area, guests required to read, sign, and abide by COVID-19 RV Guest Guidelines and Information document they receive at check-in.
23. If you have a charter boat, describe how you plan to keep people six (6) feet apart while waiting for the trip to begin and on a fishing trip. N/A
24. Describe your methods for sanitizing equipment such as high touch surfaces, life vests and equipment. N/A

*Your Business Specific Health & Safety Plan will become public record.*