



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

**MENDOCINO COUNTY COVID19 BUSINESS-SPECIFIC HEALTH & SAFETY FORM
CAMPGROUNDS, RV PARKS, OUTDOOR RECREATION FACILITIES**



Prior to self-certifying at mendocinocountybusiness.org, we read and implemented the County of Mendocino-specific guidelines for Campgrounds, RV Parks and Outdoor Recreation issued in the June 12, 2020 Public Health Order.



Prior to filling out this form and creating a health and safety plan for the business, we have referred to the State of California guidelines for campgrounds, RV parks and outdoor recreation facilities as well as the County of Mendocino Public Health Order dated June 12th 2020. We acknowledge that a health and safety plan is required in order to operate.

1. Describe the type of signage you will have and locations.
 - a. Signage at entry of campground (front gate check-in station):
 - i. Information about COVID19, use and access for common spaces: *Appendix A.*
 - ii. Rules about fire safety and cooking: *Appendix B.*
 - iii. Expectations for Contact Tracing as expected by the CDC.
 - b. Signage at common spaces (porta potties, kitchen, pathways, lake)
 - i. Cleaning schedules for porta potties, kitchen, & common pathways: *Appendix C*
 - c. Signage at individual campsites in use this summer
 - i. Information about COVID19 and campgrounds: *Appendix A & D*
 - ii. Fire safety at the campsite and enjoying a self-sufficient campout: *Appendix B & D*
 - d. Signage at individual cabins and houses which are not in use this summer
 - i. "Do not approach houses or luxe tents; not available 2020 season"



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

2. Describe the PPE you will provide to your employees and guests.
 - a. Handwash Stations
 - i. Sanitizer, soap, fresh water at campsites and at porta potties
 - b. Cleaning Schedule for porta potties, sanitizing wipes for the doors
 - c. Cleaning Schedule for campers kitchen, minimize use by improving individual campsites
 - d. Additional masks and gloves available at check in
 - e. Boat paddles wipes
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
 - a. Our employees are trained to maintain distance from guests, cleaning our common spaces daily, we clean and disinfect all water stations between guests' reservations. We support our septic service provider and clean our porta potties daily when guests are on site. We sanitize the outdoor grills, prep tables and kitchen space daily when guests are on site. We mandate our workers wash their hands regularly, and encourage guests to use available handwash stations to maximize cleanliness.
4. Describe your plans for protecting your employees' health.
 - a. Separately from making sure proper hygiene is in effect with the use of soap and warm water, we have our employees maintain distance, and wear protective gloves and masks while cleaning and handling any guest garbage. We have minimized available shared spaces and items such as boats and games for rent for the season to minimize contact with guests.
5. Describe your plans for protecting the health of clients and guests.
 - a. Guests have strong advanced communications via email and book sites through a private camping vendor (hipcamp.com) which provides accurate COVID19 preparations and communications via their platform online. In addition to providing information about all of



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

our rules and expectations for COVID19 preparation, we are also communicating with guests in advance via text about best practices for their upcoming campout and making their visit as self-sufficient as possible to minimize contact with staff or with other guests.

- b. We provide cleaning schedules for our porta potties, kitchens and common spaces. We are fully compliant with CDC protocol for contact tracing. The expectation is that in the event of a guest departing and feeling unwell up to 14 days later, we expect guests to communicate that they are experiencing symptoms of COVID19 and that we are only able to operate at this time under the expectation that we can track previous guests and their whereabouts to facilitate in flattening the curve.
6. Describe how you will prevent crowds gathering at your facility.
 - a. We have been explicitly clear with guests in advance of their visit about No Gatherings while on site other than with the groups who arrive together and utilize a campsite together. Individual campsites have been improved to encourage guests to be as self-sufficient as possible during their stay, therefore gatherings in our common spaces will be prevented.
 7. Describe how you will enforce physical distancing at your facility.
 - a. We have spread out our campsites with more distance than ever before (minimum 30' between sites, and minimum 10' between guests at all times). In advance of arrival and on entry we are reminding guests to maintain maximum distance between others and others sites. Should any guests fail to comply with maintaining distance, our staff is authorized to intervene and request non-compliant guests to depart the campground on 2nd warning.
 8. Describe the payment methods you will use (contactless is preferred).
 - a. Mendocino Magic campsites are available for booking via hipcamp.com, our online campground booking partner. Hipcamp is able to receive payments from guests and send payment to us via ACH transfer (paypal). Any differences owed can be paid via contactless payment options such as venmo, cash app, google wallet, or paypal.



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

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.
 - a. **Mackenzie O'Donnell, Founder & CEO Mendocino Magic**
415-847-0439 mackenzie@mendocinomagick.com
10. Reservations are required. What are your methods for taking reservations and appointments?
 - a. Guests are able to book campsites via hipcamp at
<https://www.hipcamp.com/discover/california/mendocino-magic>
11. Describe the limit on the number of guests permitted in each tent site, RV site, and cabin (regardless of size).
 - a. Each of our campsites has a maximum set to 3-5 campers. Should a group want to book a slightly larger headcount we make sure the overall campground headcount does not exceed our allotted 50 persons.
 - b. We do not accept RV reservations unless the vehicle is prepared for Dry Camping as we do not provide services for RV hookups. If an RV enters, we expect the guests to be 2 persons maximum.
 - c. We are not allowing guests use of our Luxe Tents or Cabins this summer at all until after Phase 4 reopening in our county as it is much safer and more realistic to operate with just the campground sites this summer.
12. Describe the occupancy limitations for your campground or RV Park.
 - a. Per Mendocino County's health order, our maximum is 50 guests on site at any time until Phase 4 or our county's health order allows us to phase our numbers of guests on site back towards our traditional use of about 100 guests each weekend. The campground is situated to accommodate many more guests but at this time it is safest to spread out guests and maximize distance between sites, making sure our guests' safety is maintained during these uncertain times.



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

13. How many hours are necessary between tent site, RV site or cabin rentals for required cleaning and disinfection?
 - a. As we only have open air camping available this season, our cleaning between guests requires a check on garbage (guests pack out their own trash and recycling), cleaning and sanitizing the picnic tables and water jugs at the campsite, refilling with fresh drinking water, cleaning the fire rake if applicable. This requires 2 hours maximum between visitors, but we have installed a system which only allows reservations with a 24 hour window between guests visits to make sure appropriate distancing is available in case a guest arrives early.
14. Describe the method you'll use to keep physical distancing between tent or RV sites.
 - a. We have marked out our campsites with picnic tables which are distanced to indicate 30' minimum distance between individual car camping sites and larger tent camping sites.
15. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.
 - a. In advance of arrival, We have posted the Mendocino County Public Health Ordinance on our website as well as linked to our hipcamp profile page. Guests must agree to comply with the health ordinance in order to complete their booking reservation online.
 - b. On site We and have additional in-depth printouts of the document available for additional review by guests and are versed in what is required.
16. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?
 - a. Testing of all staff and quarantining staffers who test positive for COVID19. Continued maintenance of distance between staffers and guests.
 - b. Contact tracing other guests from the same campout site and facilitating in their required contact tracing as part of their CDC obligation (*where did they contract COVID if not here*).
 - c. Contact tracing adjacent campsites who shared any nearby facilities and facilitating in our requirements to the CDC to communicate as much information as is necessary to guests about next steps to track and maintain their own quarantine at home.



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

17. Describe the methods you will use to clean and disinfect communal restroom and shower facilities.
 - a. Daily when guests are on site we have a cleaning crew disinfect the porta potty interiors with minimum 40% alcohol liquid disinfectant, refilling hand wipes for the doors and emptying porta potty trash.
 - b. Daily when guests are on site we wipe down surfaces in the outdoor showers with minimum 40% alcohol liquid disinfectant, refilling soap and wiping any spigots or plumbing which may be a contact surface for the shower controls.
18. Describe the measures you will take to clean swimming pools and surrounding areas.
 - a. No swimming pool area. Reservoir used for swimming is natural. Docks in the middle of the reservoir must be approached only through swimming, which has been deemed in the County of Mendocino as a safe measure which does not require additional cleaning. Other stainless steel canoes are cleaned between guest visits weekly and hand wipes for guests to use to clean paddles between uses are provided.
19. If your facility has a food/dining area, describe the measures you will take ensure the safety of guests and employees.
 - a. We have a campers central kitchen which is usually in use for our guests or larger weddings but has been closed and locked for the 2020 season. We have moved 4 large stainless steel food prep tables outside which are cleaned between guest visits for guest use with our outdoor gas and charcoal grills at the lanai central campers kitchen. We have encouraged campers to bring coolers and their own cook supplies to make their own campouts self-sufficient this summer, including offering ice available to maximize campers' individual cooler use throughout their stay. Our goal is to minimize gathering for cooking at the lanai kitchen.
20. Describe the measures you will take to clean and disinfect communal laundry facilities.
 - a. We do not provide communal laundry facilities; our linens for the houses are cleaned on site for the cabins when they are available for rentals. In the 2020 season cabins are only accessible by staff, who clean their own quarters on a separate schedule from the larger campground.



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

21. Describe the specialized training you will give to grounds and building personnel.
 - a. We have been maintaining our distance, noting our temperatures and how we feel daily, and have been developing the campgrounds this spring with the utmost safety in mind for guests on site this summer. Grounds and building personnel are aware to maintain distance and to ensure a safe and clean campground for guests and to keep our space sanitized and orderly in order to maintain compliance.
22. Describe the measures you will take to communicate with visitors and keep them safe.
 - a. We communicate with guests in advance of their arrival via email and text to minimize contact, and communicate daily with guests about the best and most efficient use of their campsite during their stay. We attempt to communicate with guests consistently especially during this time.
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.
 - a. We do not have a charter boat, but our stainless steel canoes have signs to indicate necessary distancing and sanitizing protocol. Handwipes provided for cleaning paddles and boats between uses.
24. Describe your methods for sanitizing equipment such as high touch surfaces, life vests and equipment.
 - a. We provide little to no high touch surfaces at the lake except the stainless steel boats above. We have discarded all high touch equipment or have stored it for the 2020 season. The only high touch equipment on site is porta potties, central lanai kitchen, stainless steel canoes and paddles.



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

APPENDIX A: Posted at entry, each campsite, each porta potty, each cabin.

WHAT IS SOCIAL DISTANCING AT MENDOCINO MAGIC?

➤ **DO NOT COME CAMPING** IF YOU ARE EXPERIENCING SYMPTOMS OF COVID19:

- Cough or a Sore Throat
- Shortness of Breath or Difficulty Breathing
- Muscle Soreness or Unexplained Muscle Pain
- Fever or Chills
- Loss of Taste or Smell

➤ **STAY A MINIMUM OF 10' APART FROM OTHERS:**

- Protocol requests 6' minimum, but this open air campground has plenty of space: *maintain your distance and stick to your own campsite.*
- Minimize contact with other guests at all times: *no gatherings permitted.*

➤ **COVER COUGHS & SNEEZES:**

- Cough into your elbows and not your hands.

➤ **WASH YOUR HANDS & USE HAND SANITIZER:**

- Use wash station at your specific campsite.
- Use Handwash station outside of lanai kitchen.
- Use soap and sanitizer provided at porta potties.
- Ask for resupplies if you run out!

➤ **WEAR A FACIAL COVERING WHEN NEAR OTHERS.**



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

APPENDIX B: Posted at Entry, Fire pits, Cook spaces

Mendocino Magic

FIRE SAFETY AT MENDOCINO MAGIC

SMOKE ONLY IN DESIGNATED AREAS

\$5 for every cigarette butt picked up after private events

1. **All Fires Must Be Supervised at ALL times.** *If someone starts or is monitoring a fire in an approved fire pit, do not walk more than 10 feet away.*
2. **Supervision must be Competent.** *An intoxicated adult is less suitable to monitor a fire than a sober 14 year old with proper instructions.*
3. **NO reconstruction of Fire Rings or moving of Fire Ring rocks.** *Only have fires and smoking where designated.*
4. **Have a Rake and Full Water Bucket or Water Source before Igniting.** *Do not start a fire without a plan for putting it out. Return full bucket to campsite for next guest.*
5. **ALL Coals must be extinguished before Bedtime.** *Do not plan to fall asleep before putting out your fire INCLUDING any coals, ever.*

Mendocino Magic reserves the right to extinguish any fire at any time for any reason.

When local government or state government imposes a fire ban, no fires are permitted under any circumstances at any campsites. Guests who need fires to cook food are permitted to use charcoal grills at our Lanai central kitchen.



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

APPENDIX D.1: SOCIAL DISTANCE CAMPING POST FROM MENDOCINOMAGIC.COM 4/20/20

Dearest Friends of the Magic,

We know that this spring has been extraordinarily challenging. Mendocino Magic has been closed to the public for the last three months as a result of the COVID-19 pandemic, and we have missed you! We hope that you have been staying sane and healthy, and we are very much looking forward to seeing you again.

During this time, we have been hard at work implementing new safety measures and improving our property for the benefit of future guests. Although we know it won't be the same, we are confident that with these new measures in place we will be able to provide you with the best and safest outdoor experience possible. In a combined effort with Mendocino County Department of Environmental Health, we are excited to announce that we will be opening our gate for *distanced camping* on **June 30th!**

What is distanced camping? Glad you asked! Distanced camping is like regular camping, while abiding by California's social distancing guidelines. This means that you must stay at least 10' apart from all other persons who are not a part of your group, wear a mask when you are not at your own campsite, and maintain regular hand washing and sanitation practices. **We will be offering campsites only this year-** glampsites and houses are not available until further notice.

We have created more campsites on the property for you to choose from, so that staying isolated is even easier! There will be 20 portapotties on site that will be serviced once a week (please bring your own toilet paper), and 6 hand washing stations available. We have relocated all of the water jugs that are usually dispersed around the property to individual campsites so that each site now has it's own drinking water source. Additionally, we have built a new hot water hand washing station just outside of the Lanai kitchen.

There are 6 distanced picnic tables and preparation spaces for food outside of the Lanai. Please share this space only if necessary, and use available cleaning supplies to sanitize spaces before and after you use them. There are 4 outdoor charcoal grills are available for use at the Lanai (and charcoal for sale on site), but you are welcome to bring your own personal camping stoves. Please refer to our [five fire rules](#) before using your stove.

We have set these policies and guidelines to ensure an enjoyable and safe camping season:

1. Please be prepared for longer wait times at the front gate as we review new protocol and onboarding procedures on site with individual guests. Upon entry at our front gate, please pull over where instructed, and wait in your car to be checked in. In compliance with CDC guidelines, all campers will have their temperature taken remotely from outside the car, and asked a few questions clarifying origin and locations visited that day. We will also record your driver's license and plate number. Thank you for your patience as we evolve together.

2. Please plan for a completely self-sufficient campout, and **BYO EVERYTHING!** This includes food, stove, cookware, cups/plates/utensils, ice, napkins, and toilet paper! Please contact us before you arrive if you would like to rent a cooler, and remember that Mendocino Magic does not allow styrofoam anywhere on the property.



CAMPGROUND - LAKE - RETREAT - PRIVATE OUTDOOR EVENT DESTINATION

APPENDIX D.2

3. To minimize contact within Mendocino County, we request that you prepare groceries and supplies within your home county before traveling to the Magic.
4. Maintain a minimum of 10 feet from people outside of your group at all times, especially with use of any commons such as hiking our pathways, swimming in the reservoir, or while playing sports (please bring your own games and floaties-we will not be supplying them this season).
5. Wear a mask when you are not at your campsite.
6. Use the hand wash stations located outside of the porta potties.
7. As always, please pack out all of your waste and dispose of your trash at home. Prepare in advance with cardboard burnable or compostable packaging to minimize waste, as well as a garbage bag to pack out your waste.

Any persons seen not complying with these updated guidelines will be asked to leave without a refund. *We are not kidding about this!*

We appreciate your understanding and cooperation as we navigate these new protocols.

If you have any questions, please don't hesitate to [contact us](#). Stay human, stay sane, and Don't Forget the Magic!

With love,

Your friends at Mendocino Magic