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|  | *US Mail :*  Pacific Gas and Electric Company  2730 Gateway Oaks Dr. #220  Sacramento, CA 95833 |

**2020 Covid19 Reopening Plan for Trout Creek Campground**

Pacific Gas and Electric Co has contracted with American Land and Leisure (AL&L) to manage our campgrounds including Trout Creek. AL&L has provided COVID19 specific training and PPE to all employees in the field.

**Infection prevention measures for employees American Land & Leisure (AL&L Area Manager and camp hosts).**

* Instruct employees to stay at home if they feel sick for any reason.
* Instruct them to wash their hands often with soap and water for at least 20 seconds.
* Instruct them to avoid touching their face.
* Clean and disinfect surfaces as instructed in this document.
* Be cognizant of common touch points and limit shared items.
* Don’t touch other people and maintain a six-foot separation between all other people.
* Training and instruction including a collection of guidelines from the DCD, OSHA and recommendations from product providers to assure essential knowledge is utilized.
* Proper use of PPE including facial barriers. While cleaning, PPE will include goggles or splash resistant safety glasses and nitrile or vinyl gloves.
* Do not touch or shake hands with others.
* Attempt to communicate over electronic methods with partners whenever possible to avoid personal contact.
* Posting of signs at entrances, bulletin boards and restrooms.

**Measures for prompt identification and isolation of sick employees and/or sick customers**

Employees will not be allowed to work while sick in any way. If they have tested positive for the COVID-19, they will be asked to move off-site during their recovery period. They will be allowed to return to work after symptoms have subsided, and they have self-quarantined for at least 14 days. Employees seeking exceptions to this policy must get approval from their supervisor with the exception approved by PG&E. The employee must also gain approval from the AL&L Human Resource Manager.

Guest who are sick in any way are also discouraged from staying at or using the facilities. For guests that self-identify as having contracted the disease, our staff will request that they move off the property so that they can get the care they need as recommended by the CDC and find a safe place away from public places such as the campgrounds.

PG&E will be informed in either the case of a sick employee or a sick guest on premises.

**Controls for social distancing of employees and customers/clients**

* Communications with the public – multiple notices will be posted at all campground entrances and bulletin boards to include guidance for social distancing and personal hygiene.
* Fee collections – fees will be collected using envelopes deposited into fee collection vault (not in person). The use of PPE including gloves and masks will be worn by staff during the processing of the envelopes containing the fees.
* Staff is instructed to maintain social distancing of at least a 6-foot between co-workers and guests. Staff is instructed to not shake hands, do not use the fist bump, always practice good hand washing hygiene, and consider contaminated anything you, your co-workers or your guests touch.
* Common areas, such as horseshoe pits, will be closed.
* Host areas or any administrative areas where the public may approach for assistance may have measures taken to provide social distancing. These measures may include noticing and caution tape or marks on the ground indicating where the public should wait to be helped.

**Schedule for cleaning, disinfecting and decontamination**

1. First thing in the morning at 7:00 AM
2. Then during mid-day at 12:00 PM
3. Then prior to the evening at 4:00 PM
4. For remote locations, at least one cleaning per day will be performed.
5. Heavy usage triggers an additional disinfecting procedure.

Cleaning frequency by AL&L staff and self-assisted public cleaning protocols will be posted.

**Describe any other measures that will be implemented for the safety of your employees and customers/clients**

Specific cleaning procedures have been developed and will be taken for each of the following areas:

* Administrative operations and workspaces
* Contact stations and entrance stations
* Campsite maintenance
* Vault toilet facility cleaning and disinfecting
* Garbage facilities
* Gates bulletin board and signs
* Water distribution systems
* Vehicles