This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Campgrounds, RV Parks, and Outdoor Recreation. The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist.

**CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN**

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent the spread of the virus.
- Training and communication with employees on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
- A process to implement quarantine measures for any campground or RV park staff that live on-site.
- 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.

**TOPICS FOR WORKER TRAINING**

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Review the importance of not coming to work if presenting any symptoms related to COVID-19.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Enhanced sanitation practices, physical distancing guidelines and proper use and washing of face coverings.
- Ensure temporary, contract, volunteer, and all other types of workers at the facility are trained in COVID-19 prevention policies.
- Provide information on employer or government-sponsored leave benefits relating to COVID-19.

**INDIVIDUAL CONTROL MEASURES AND SCREENING**

- Implement screening procedures for all workers before they begin their shift.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide and ensure that workers and volunteers have the required protective equipment.
- Consider where disposable gloves may be helpful to supplement frequent handwashing or use of hand sanitizer.
- 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.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR CAMPGROUNDS, RV PARKS AND OUTDOOR RECREATION

☐ 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.

☐ 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.

☐ Outdoor recreation operators should take steps to make the public aware of new protocols at the facilities before arriving at the facility.

☐ Display signage at entrances and highly-visible locations to remind the public to practice physical distancing, wear face coverings, and to practice good hygiene.

CLEANING AND DISINFECTING PROTOCOLS

☐ Perform thorough cleaning on all high traffic areas.

☐ 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.

☐ Outdoor recreation operators should consult with equipment manufacturers to determine the appropriate disinfection steps, particularly for soft, porous surfaces.

☐ Equip guest reception and check-in areas and staff workstations with proper sanitation products, including hand sanitizer and disinfectant wipes.

☐ Amenities, including trail maps, books, magazines, coffee, water, self-serve stations (unless touchless), and other items for visitors, must be removed from reception areas to help reduce touch points and visitor interactions.

☐ Difficult to clean and commonly-touched items, including shared board games or books, should not be loaned out to visitors.

☐ 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.

☐ Clean restroom facilities on an accelerated schedule to keep them clean.

☐ 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.

☐ 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.

☐ 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.

☐ Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.
Provide time for staff to implement cleaning practices during their shift.

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.

After each visitor stay, amenities at each site should be properly wiped down, cleaned, and disinfected.

PHYSICAL DISTANCING GUIDELINES

- Implement measures to ensure physical distancing of at least six feet between workers and guests and between people waiting in lines.
- Discourage employees and visitors from congregating in high traffic areas such as bathrooms and hallways.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Avoid shaking hands, bumping fists or elbows, and other physical contact.
- Operators should monitor areas where people are likely to gather and ensure that physical distancing and other guidelines are followed.
- For facilities that provide paid, controlled outdoor activities, consider implementing a reservation system to limit the number of visitors at the facility.
- Consider implementing remote check-in options for new arrivals at campgrounds or RV parks wherever possible.
- Encourage the use of online payments, on-site pay stations, credit card payment, or payment over the phone, where possible.
- If remote check-in is not feasible, check-in visitors outside, if possible, and email receipts.
- 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.
- 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 multi-person seating (including seating around fire pits) to discourage visitors from congregating.
- 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.
- 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).
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR CAMPGROUNDS, RV PARKS AND OUTDOOR RECREATION

- Review campground and RV park sites to determine if the park needs to operate at a decreased capacity in order to maintain physical distancing.
- Adjust any staff meetings to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines.

Additional Considerations for Outdoor Recreation

- Take steps to assess the risk inherent in the recreational activities that take place at their facilities.
- Operators should take steps to ensure that higher risk activities, including those not yet recommended by CDC guidelines, are not occurring on their properties.
- 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.
- Modify outdoor recreational activities, where necessary, to ensure proper cleaning and disinfecting protocols can be implemented.
- Cleaning and disinfecting “soft goods,” such as life jackets, wetsuits, cotton lead ropes, saddle bags, or backpacks, poses particular challenges.
- High contact programs and sports that require close contact of less than six feet in distance between members of different households should be suspended.
- Limit high or close contact outdoor recreation activities to household units.
- Modify outdoor recreational activities, where necessary, to allow for multiple households to utilize the facility or the equipment while maintaining physical distancing.
- When outfitting people with helmets, gear, protective clothing, lifejackets, or other items, staff should maintain physical distance.
- Campground, RV park, and outdoor recreation operators should review additional guidance on Family Entertainment Centers on the COVID-19 Resilience Roadmap website.

Additional Considerations for Communal Restroom and Shower Facilities

- Consider staffing and other capacity and resource needs to ensure that shared, public restrooms can be cleaned and disinfected throughout the day.
- Maximum occupancy should be based on the number of fully-operational restrooms that the park operator can maintain and which can support physical distancing requirements.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR CAMPGROUNDS, RV PARKS AND OUTDOOR RECREATION

- Shared restroom facilities should be cleaned regularly using EPA registered disinfectants throughout the day.
- Create and post a cleaning schedule in every open restroom facility.
- 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.
- Ensure that sanitary facilities stay operational and are continuously stocked at all times.
- 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.
- Visitors should be instructed that sinks could be an infection source and should avoid placing toothbrushes and other items directly on counter surfaces.
- 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.

**Additional Guidelines for Swimming Pools and Aquatic Venues**

- A process for enhanced cleaning and disinfecting of swimming pools and splash pads for visitor use, according to CDC guidelines.
- Saunas, steam rooms, and hot tubs remain closed.
- Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).
- 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.
- Set up a system so that furniture and equipment (e.g., lounge chairs) that needs to be cleaned and disinfected is kept separate from furniture that has already been cleaned and disinfected.
- Launder towels and clothing according to the manufacturer’s instructions.
- 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).
- Ensure that the facility has adequate equipment for guests, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Clean and disinfect the items after each use.
- For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements.
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.

- Install impermeable physical barriers such as Plexiglas where staff and patrons must interact and physical distancing is difficult.
- Implement reservations for pool use or other mechanisms to support at least six feet of physical distancing.
- Ensure that lifeguards are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.
- Aquatic venues should avoid activities that promote group gatherings.

**Additional Considerations for Cabins and Rental Units**

- Implement process to clean and disinfect area such as wiping down and cleaning bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
- All linens must be removed and laundered between each visitor stay, including items that appear to not have been used.
- Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Kitchen items, including pots, pans, and utensils, must be thoroughly cleaned with soap and hot water, preferably in a dishwasher, between each visitor stay.
- Consider instituting a 24-hour waiting period after a visitor checks out before cleaning any campground-owned accommodations, including rental units.
- Any rental unit intended for large gatherings, including conferences or meetings, should not be opened until such operations can resume.
- Additional guidance for the Hotel and Lodging industry is available on the COVID-19 Resilience Roadmap website.

**Additional Considerations for Food and Dining**

- 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.
- 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.
Snack bars and concessionaires should sell pre-packed and individually wrapped food wherever possible.

Encourage the use of credit cards or accept payment over the phone, if possible, for food items.

Outdoor recreation operators should not hold potlucks or similar family-style eating and drinking events that increase the risk of cross contamination.

Staff or volunteers serving food should wash hands frequently and wear disposable gloves and face coverings.

Additional Considerations for Campground and RV Park Laundry Facilities

- 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.
- Consider placing hand sanitizer and disinfecting wipes in the laundry room so visitors can wipe down the area before/after they use the machines.
- Remove all games, books, brochures, or other items from the laundry facilities. Remove laundry baskets or bins, if provided.
- 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.
- 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.
- 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.

Additional Considerations for Ground and Building Maintenance

- 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.
- 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.
- Minimize or eliminate use of shared equipment and tools.
- 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.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR CAMPGROUNDS, RV PARKS AND OUTDOOR RECREATION

- Janitorial or custodial workers must be told if they are going to be working in a location where an infected person has been.
- Any area where an infected person has been must be closed and ventilated for 24 hours, if possible, before workers can enter for cleaning.
- A process that ensures janitorial or custodial workers are provided proper protective equipment and hazard training.
- Workers should have enough ventilation (air flow) in areas where they are cleaning.
- 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).
- 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.
- Campground and RV park visitors must be reminded to maintain six-feet of distance from maintenance, janitorial, or custodial staff on the maintenance team.
- 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.
- Ground crews and building workers should refer to additional guidance on limited services available on the COVID-19 Resilience Roadmap website.

Additional Considerations for Visitors

- Visitors should make sure they plan ahead.
- Make reservations and purchase permits, firewood, ice and other items online or by phone before arriving on site.
- Be prepared to be as self-contained and self-sufficient as possible.
- Set up campsite or picnic areas to maximize distance from adjacent campsites and picnic sites that host people from different households.
- 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.