



### COVID-19 RV Guest Guidelines and Information

- General
  - Contact for property is available on-site and on-call: Carolyn Morgan 707/889-0735
- Office
  - Respect protective divider that is in place between office staff and reception area
  - Adhere to guideline signage that is posted on office door and protective divider in reception area
  - Door remains locked and entry is monitored and limited by Office Manager
  - Only one guest allowed in office at a time
  - Face coverings required to be worn by everyone while in office
  - Exchange of check-in items is done below protective divider to prevent contact
  - Hand sanitizer available for use
  - High efficiency air cleaner placed in reception area
  - Brochures, magazines, and informational literature removed, but available upon request
  - Disposable (or keepable) pens provided to guests – pens will not be used by more than one guest
  - Reception area and door knobs are disinfected after each tenant / guest / visitor has left the office
  - Staff office area is cleaned thoroughly once per shift
  - Six-foot distance is to be maintained between all employees, guests, tenants, etc.
  - Abide by distancing tape that is affixed to office floor to maintain 6' of distance from office staff
- RV Park
  - RV Park occupancy is reduced to 75% (23 occupied spaces and 8 empty spaces)
  - Guests are permitted with reservations only; no walk-ins allowed
  - No Parking tape will be placed in non-reserved spaces to prevent walk-ins
  - RV guests must sign COVID-19 RV Guest Guidelines and Information document upon check-in
  - Guests are required to bring their own face coverings and use when outside of their RV
  - Six-foot distancing required between guests and any person not in their immediate space group
  - Individual space capacity is limited to 2 adults and 3 children
  - **No gatherings** of any kind are permitted between guests of different spaces
  - Communal facilities: guest restrooms, fish cleaning station, and trash/recycling facilities are closed
  - Pedestals disinfected and RV spaces cleaned between guests
  - Dumpster keys will not be available for rent or use by guests
  - Trash and recycling facilities are open on a limited schedule to allow for proper disinfecting
  - Trash and recycling facilities will be available at 11am each day (*see below for guidelines*)

#### **Trash and Recycling Facility Guidelines**

Trash and recycling facilities are available at 11am each day. To utilize our trash and recycling facilities, arrive at the main dumpster at 11am and maintain 6' distance from all other persons. HRP staff will open the lids to the dumpster and bins to prevent guests from touching the dumpster and bins. One at a time, guests may deposit their trash and recycling in the dumpster and bins. HRP employees are not permitted to handle guest trash or recycling.

**All guests are required to adhere to these guidelines while on Harbor RV Park grounds. Failure to abide by these guidelines will result in immediate removal from the park without a refund.**