



COVID-19 Safe Business Operations Protocol

- General
 - Contact for property is available on-site and on-call: Carolyn Morgan 707/889-0735
 - Procedures are in place to maintain guidelines and correct deficiencies
- Employees
 - Face coverings required at all times
 - Gloves used when needed
 - Six-foot distancing is practiced between all employees, guests, tenants, visitors, etc.
 - Employees practice self-assessment health screening and a thorough health screening is conducted at start of each shift; employees with temperatures or symptoms are sent home and/or instructed not to come to work
 - Verbal training and written guidelines provided to employees with regard to PPE, disinfecting and cleaning protocols
- Office
 - High efficiency air cleaners placed in reception area and staff office area
 - Protective divider is in place between office staff and reception area
 - Recommended guideline signage 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
 - Hand sanitizer available for guest use
 - High efficiency air cleaners placed in reception area and staff office area
 - Brochures, magazines, and informational literature removed for guest use, but available on request
 - Exchange of check-in items is done below protective divider to prevent contact
 - 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
 - Distancing is practiced per guidelines
 - Tape affixed to office floor to demonstrate 6' of distance between office staff and guests
- RV Park
 - RV Park occupancy is reduced to 75% (23 occupied spaces and 8 empty spaces)
 - Guests permitted with reservations only; no walk-ins allowed
 - No Parking tape placed in non-reserved spaces to prevent walk-ins
 - RV Guests sign COVID-19 Guidelines Document upon check-in
 - Guests 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 between guests of different spaces permitted
 - Public Spaces: guest restrooms and fish cleaning station closed
 - Trash and recycling facilities are open on a limited schedule to allow for proper disinfecting
 - Pedestals disinfected and space cleaned between guests