

# Coyote Creek RV Sales & Rental Resort

## COVID-19 RELAUNCH GUIDELINES

### Distancing Measures

- Plexiglass Barrier has been installed at the RV Resort Main Office counter to protect staff and customers when checking in for their rental sites and/or gathering information regarding RV Lot Sales and Rentals
- Only two (2) customers allowed in the RV Office at one time to maintain the 2-metre physical distancing protocol.

### Cleaning

#### Public Washrooms and Showers are OPEN during Office Hours Only 10am—6pm daily.

- regular Cleaning and Disinfecting Procedures have been put into place, 4 times per day and recorded daily

#### RV Resort Office:

- everyone (public and staff) are expected to use the Hand Sanitizer, provided next to the entrance door, when entering the office
- countertop is cleaned/disinfected before and after each customer
- debit/credit machine is cleaned/disinfected before and after each use
- pens are disinfected before and after each use
- all high touch areas (computers, door handles, phones, marketing materials are sanitized on a regular basis)

#### Laundry Facilities: OPEN during Office Hours Only. (10am - 6pm daily)

- Only one person allowed in Laundry Facilities at one time.
- All washers, dryers, high touch surface areas are cleaned and disinfected after each use and recorded daily

### Screening for Symptoms

- All RV Resort staff members complete a medical questionnaire and have their temperatures taken to ensure they do not have a fever prior to starting their day
- If any staff member shows any signs or symptoms of COVID-19 will be asked to go home, advise to get tested, and comply with the 14-day quarantine

### Personal Protective Equipment (PPE) – *where distancing measures cannot be maintained*

- RV Resort Sales and Rental Office has supplied all staff with the necessary PPE including masks, gloves, hand sanitizer and disinfectant
- While working in the office, a mask is not required as we have taken the necessary precautions (plexiglass barrier) to maintain the approved physical distancing requirements
- All staff are required to wash hands often with warm water and soap
- Hand sanitizer is available and is required when entering the office

### Responsibilities

- RV Resort Manager, Roberta (Robbie) Lailey has ensured that all RV Resort staff have been informed of all COVID-19 protocols and restrictions put into place.
- An up-to-date staff list, including cell phone numbers and emergency numbers has been posted in the RV Resort Office

*Roberta (Robbie) Lailey, RV Resort Manager*

*June 19, 2020*