

RRM COVID-19 Cleaning Procedures

Effective Immediately

General Staff Procedures

- RRM staff to wear gloves at all times
- RRM staff to carry around Lysol wipes with them at all times
- RRM staff to have their own equipment assigned to them (rake, hammer, tools, etc.) when possible so that multiple people aren't sharing tools
- No employee allowed to touch guest at any time

General Cleaning Procedures

- **Don't Mix Chemicals! (Reach out to Dori if you have questions)**
- Prop doors open wherever and whenever possible to limit the need for visitors to come into contact with door handles/knobs etc.
- Set up hand sanitizer stations and/or disinfectant wipes outside of all buildings (Bathrooms, office, store)
- Wiping down (with Lysol) every item that guests come into contact with (pens, handles, doors, chairs, counter, etc.)
- Make sure cleaner says disinfectant or anti-bacterial
- Diluted bleach will deteriorate and be useless if left in the container more than a few hours. Mix a new batch every time. Bleach is cheap.
- Make sure that all containers with bleach and diluted bleach, including sprayers, are labelled correctly (see Dori, she can get you the label). Use a dedicated sprayer for this only, don't reuse something that you also use for something else. Sprayers are cheap and RRM is happy to buy
- All golf carts equipped with pump sprayer for bleach solution
- Spray can leave residue sometimes, so make sure to wipe off for a cleaner look
- Lysol disinfectant spray can also be sprayed in the air, and into air intakes of heating/cooling units while unit is on. This will send it through the system
- Dishes, pots and pans, cutlery, etc. should be washed in hot water with dish soap, rinsed, then soaked for at least 2 minutes in a solution of 2 teaspoons of bleach per 1 gallon of water, drained and air dried.
- Linens, towels, pillows, blankets, etc. should be washed in the hottest water possible. Bleach and/or vinegar can be added to the wash cycle for disinfectant.

Bathrooms:

- **General Procedures**
 1. Bathrooms cleaned twice daily and sanitized each night (consider twice daily if enough bathrooms to close one and keep others open)

2. Use brown paper towels, not cotton ones
 3. Full safety equipment for employees (gloves, eyewear, long sleeves/pants masks, (if available))
- **Shower Stalls (Cleaning)**
 1. Spray entire shower stall (walls, floors & faucets) down with Clorox cleaner.
 2. Wipe the entire stall (all sprayed surfaces) down with brown paper towels.
 3. Clean seats, handrails, & faucets with stainless steel cleaner.
 4. Spray shower curtains down with Lysol disinfectant spray DAILY. Wash shower curtains weekly.
 - **Toilets & Urinals (Cleaning)**
 1. Spray toilets, urinals and walls around toilets & urinals with Clorox cleaner.
 2. Wipe everything down.
 3. Clean each toilet bowl with toilet brush, flush, then add Lysol toilet bowl cleaner.
 4. Spray the toilets, urinals, and toilet paper holders with Lysol disinfectant spray.
 5. Clean handrails, faucets & stainless-steel partitions with stainless-steel cleaner.
 - **Sinks (Cleaning)**
 1. Clean with Clorox cleaner.
 2. Clean faucets with stainless steel cleaner.
 3. Clean mirrors with Windex glass cleaner.
 - **Additional (Cleaning)**
 1. Spray all paper towel holders, soap dispensers, door handles, and trash cans down with Lysol disinfectant spray.
 2. Change all trash bags.
 3. Sweep entire bathroom floor.
 4. Mop entire bathroom floor
 5. Check and fill toilet paper, paper towels and soap dispensers.
 6. Spray all outside trash cans with mixture of ½ cup bleach and 1-gallon water.
 7. Wipe down the all products/containers that were used
 - **Bathroom (Sanitizing)**
 1. **Combine a mixture of ½ cup of Clorox bleach and 1 gallon of water in a garden sprayer.** The entire area is sprayed and left to dry for approximately 30 minutes.
 2. A sign is posted outside that restrooms closed due to “Sanitation Cleaning”

Boats:

- **General Procedures**
 1. Boats should be cleaned BEFORE first rental of the day, IN BETWEEN rentals during the day, and AFTER last rental each day.
 2. Wipe down entire boat (seats, rails, console, boat keys, etc.) with Lysol disinfectant wipes.

Kayak/Canoe/Paddleboard:

- **General Procedures**
 1. Rental equipment should be cleaned BEFORE first rental of the day, IN BETWEEN rentals during the day, and AFTER last rental each day.
 2. Wipe down entire kayak/paddle boat/paddle board with Lysol disinfectant wipes.
 3. Wipe down paddles/oars etc. with Lysol disinfectant wipes.

Life Jacket:

- **General Procedures**
 1. Life jackets should be sprayed with Lysol disinfectant spray BEFORE first rental of the day, IN BETWEEN rentals during the day, and AFTER last rental each day.
 2. At end of day, dip each life jacket in a solution of Odoban & water, rinse with clear water, then hang up to dry overnight

Rental Camper:

- **General Procedures**
 1. Camper should be deep cleaned between each rental.
 2. Use Clorox cleaner to clean shower, sinks, & countertops.
 3. Wipe everything else down with Lysol disinfectant wipes (including toilet/door/refrigerator handles, thermostat, outdoor kitchen, etc.).
 4. Sweep and mop.
 5. Clean inside of microwave & refrigerator.
 6. Straighten up outside area.

Office/Store

- **General Procedures**
 1. Wipe down countertops, credit card machine, computers & keyboards, phones & headsets, cash register, pens & pen holders, door handles, porch furniture, refrigerator handles, and any other items customer could touch with Lysol disinfecting wipes.
 2. Wear gloves when handling money/credit cards
 3. Try to wipe down as often as possible (every customer/every couple customers)

Vehicles (Trucks, Golf Carts, etc.)

- **General Procedures**
 1. Wipe down after use (steering wheel, door handles, console, radio).

Playground Equipment

- **General Procedures**
 1. Wipe down all equipment with bleach/water mix

Other Items to Clean

- Keys
- Locks
- Mops/brooms
- Trash Cans
- Dumpsters
- Water fountains/spigots
- Picnic tables
- Fire pits
- Ice machines
- Firewood storage containers
- Porta-potty
- Grills
- Microwaves
- Refrigerators

Supplies

- Manger website has other best practices and online links on where to find cleaning products
- Keep sending in any online sites (to nicholas@camprrm.com) you find that have cleaning materials in stock