

COVID-19 APPENDIX to PARK MANAGEMENT MANUAL

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A PLAN FOR OPERATING VERMONT STATE PARKS IN 2020

Background

It is clear that Vermonters' interest in and appreciation for outdoor recreation opportunities in recent weeks has been unprecedented. And an important part of summer in Vermont for many is time spent in Vermont's state parks. And although the traditional schedule of scheduled openings has been somewhat delayed this year, we are currently in the throes of readying our parks for expanded summer use – including making necessary health and hygiene improvements to limit the potential spread of the coronavirus.

In order for state parks to welcome people and staff safely into areas and facilities during the summer season of 2020, certain assumptions about the evolution of the COVID-19 pandemic must be made. Granted, no one can predict the Vermont-specific status of the coronavirus in the months of June, July, August and September with any degree of certainty, but defining a set of assumptions regarding is necessary so that prospective visitors can be notified, protocols can be created, training can be

prepared, and financial analysis can be conducted. The plan outlined below relies on the following assumptions:

- The health metrics established by the Vermont Department of Health around the number of new cases and positive COVID-19 tests remain below the established thresholds.
- Governor Scott's Be Smart/Stay Safe order will remain in place, but the fourteen-day quarantine requirement for out of state visitors will remain in place.
- Social distancing of at least 6 feet whenever possible, wearing masks when in public, and strict personal hygiene protocols will still be in place. Also remaining will be the need to be vigilant in disinfecting common public "touch points."

State park services and operations

To be able to operate state parks in a manner that intentionally seeks to minimize the potential for spread of COVID-19, things at Vermont's state parks will look a little different this year. Focus will be on maintaining physical distance between unrelated park visitors, and between staff and visitors, and to manage, reduce or eliminate common touch points. It is critical that park visitors become partners in this endeavor by also committing to minimizing the risk to each other and our staff by strict adherence to behavior guidelines. If either partner fails to contribute adequately to this outcome, we may have no alternative but to close the facilities to public use.

Steps all visitors will be asked to take include:

- Postponing a visit and not entering the park if you are or have recently been ill, tested positive or been exposed to someone who has tested positive.
- Maintaining at least 6 feet physical distance between from anyone you did not travel to the park with.
- Wearing a cloth mask whenever you might encounter other visitors or staff, or generally anytime you are not swimming, exercising or at your campsite.
- Bringing a supply of hand sanitizer and sanitizing wipes, and making good use of them throughout your visit.
- While state park will continue to provide innumerable opportunities for swimming, picnicking, fishing, hiking and camping – any services or transactions that result in touch points and/or staff personal interaction but are not absolutely necessary will be eliminated for this operating season. This includes services such as loaning of play equipment, camping and fishing gear, and sales of merchandise and ice (where there are other local options), boat and bicycle rentals, and concession stands. All playground apparatus will be closed. Promotional programs that rely on paper coupons will be reduced or eliminated. Distribution of paper maps, guides and interpretive information will be minimized. Cash will only be accepted if there is no alternative.

Day use

- Park capacity for day use activity will be managed to ensure room for sufficient physical space is available for social distancing. This will be done on a park-by-park basis, generally by reducing the number of parking spots available. For example, the intensively used day use areas may require restricting the number of visitors at a point in time but lesser used areas may not.

- Bathrooms will have soap dispensers and paper towel dispensers installed. Bathrooms will be cleaned and disinfected once per day. High touch points will be disinfected regularly throughout the day according to protocols consistent with CDC guidelines. We will establish an acceptable number of people to be in the bathroom at one time to allow enough space in the building. Signs will be posted indicating the maximum occupancy and ask the visiting public to adhere to the limitation. Doors will be propped open where feasible, trash receptacle covers will be removed, and other unnecessary touch point eliminated wherever possible.
- Picnic grill handles and water spigot handles will be disinfected once per day. Visitors will be encouraged to bring water bottles as water fountains will be disconnected.
- Picnic tables, moveable benches, and chairs will be removed from day use areas except those needed to provide for people with physical disabilities. Visitors will be encouraged to bring picnic blankets or folding chairs.
- Group gatherings and use of picnic shelters will be allowed only if consistent with the restrictions in place at the time. As of May 19, gatherings need to be limited to 10 or fewer.
- The swimming pool at Button Bay State Park will not be operated.

Camping

- State Park campgrounds will be limited to tent, RV and lean-to camping. Camping in cabins and cottages will not be available.
- Out-of-state camping will be limited to those camping parties that have self-quarantined according to CDC and VDH guidelines in Vermont prior to entering the park.
- Face-to-face front line interpretive programming will be suspended for the season.
- Group camping will be allowed only if consistent with the restrictions in place at the time. As of May 19, gatherings need to be limited to 10 or fewer.
- Tables, and lean-to handrails and other obvious touch points will be cleaned, and grill handles disinfected between visitors and water spigots will be disinfected once per day. Campers will be strongly advised to assume responsibility for protecting themselves from transmission via touch points, including packing and making regular use of hand sanitizer and sanitizing wipes.
- Bathrooms will have soap and paper towel dispensers installed. Bathrooms and showers will be cleaned and disinfected consistent with CDC guidelines at least twice per day. Signs will be posted to indicate the occupancy capacity of each building to allow appropriate distancing and visitors will be asked to self-enforce the limitation. Doors will be propped open; trash receptacle covers will be removed and other unnecessary touch points limited wherever possible.

STAFF BEHAVIORS & VISITOR INTERACTIONS IN THE ERA OF COVID-19

The following information focuses on staff behaviors and interactions with the public in the era of COVID-19. In these unprecedented times, we must act differently, to protect ourselves and others from infection. The nature of our work reaches far beyond a typical work environment given that many of us

“live” where we work. When managing risk, we can eliminate the risk entirely or mitigate the risk. Consequently, we offer the following requirements which either eliminate or mitigate the risks resulting from our behaviors as we currently perceive them.

First Day on the Job

- You will receive Vermont State Park’s COVID-19 Vermont Occupational Safety and Health Administration (VOSHA) training on the first day of employment. This training provides the foundational basis for many of the behavioral decisions outlined below.
- You can find this mandatory training on the Employee Portal in the COVID folder.

Daily Health and Safety Monitoring

- **REQUIRED BY VOSHA: You must report your physical health prior to arriving to work each day. To take the daily health screening survey, go here:**

<https://forms.gle/Aw5e9WQPrBtm8pdN8>

COVID-19 Exposure Protocols

- Exhibiting Symptoms of COVID-19
 - If you answer “Yes” to exhibiting symptoms on the daily health survey:
 - This means you are exhibiting symptoms of COVID-19 and must not go in to work.
 - Call your supervisor right away. You must provide your supervisor with a full list of individuals who worked in proximity (three to six feet) to you during the previous 3 days.
 - You must remain at home until you are symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
 - You may be required to obtain a doctor’s note clearing you to return to work. Your supervisor in consultation with the Regional staff and VDH will determine appropriate next steps for those individuals with whom you have been in close proximity.
- Testing Positive for COVID-19
 - If you have tested positive for COVID-19 you will be directed to self-quarantine in strict compliance with CDC/VDH requirements away from work. Depending on your living situation, this may take place in the housing unit at the park or in another park or at your private home.
 - If you have tested positive and are symptom-free, you may return to work when at least seven (7) days have passed since the date of your first positive test and if you have not had any subsequent illness.
 - If you have tested positive, have current symptoms, and have been directed to care for yourself at home, you may return to work when:
 - at least 7 days have passed since recovery** *and*
 - at least seven (7) days have passed since symptoms first appeared.
 - **Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications, and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

- If you have tested positive and have been hospitalized, you may return to work when cleared to do so by your medical care providers. You will be required to provide documentation from your medical care provider that clears your return to work.
- Close contact with someone who has tested positive for Covid-19
 - If you have come into close contact** with an individual who has tested positive for COVID-19 (co-worker or otherwise), you shall self-quarantine for 14 days from the last date of close contact with that individual.
 - **Close contact is defined as six (6) feet or less for a prolonged period.
 - Once you have tested positive, your supervisor, in consultation with Regional staff and VDH, will conduct an investigation to determine co-workers who may have had close contact with you in the prior 3 days.
 - Those individuals who have had close contact with you shall self-quarantine for 14 days from the last date of the close contact.
 - If you learn that you have come into close contact with a confirmed-positive individual outside of your workplace, you must alert your supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.
- Close contact with someone exhibiting symptoms of Covid-19:
 - If you are in close contact with anyone showing Covid-19 symptoms, call your supervisor and health care provider right away.
- Employer's First Report of Injury
 - If you believe that during the course of your work you may have been exposed to someone with COVID-19, you should complete a First Report of Injury to document the incident.

General Behavior on the Job

- At all times you will exemplify appropriate safety behavior to set an example for other staff and the visiting public, including the following:
 - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
 - Avoid close contact with people who are sick.
 - You must wear a non-medical face mask when in the presence of others
 - You must maintain a distance of at least 6 feet from others at all times
 - Do not report to work if you are sick and notify your supervisor right away.
- You must be able to recognize the symptoms of COVID-19, which include the following:
Coughing, fever, shortness of breath, difficulty breathing, early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea, vomiting or runny nose.

General Visitor Interactions

- Ask all non-residents of Vermont if they have quarantined under the current guidelines prior to arriving at the park. If the visitor responds that they have not, then inform them they cannot be admitted into the park.
- Wear a mask over nose and mouth when in the presence of others in the park.
- Maintain a distance of at least six feet between you and any non-family members.

- If you are conducting visitor interactions from a vehicle, you must have access to hand sanitizer inside the vehicle and use it each time you enter or exit the vehicle.
- You must maintain recommended social distancing guidelines.
- Lost and Found: You shall wear appropriate PPE gloves while handling all lost and found items. Lost and found items must be kept in a location not accessible to visitors and not regularly used by staff. Items should be bagged when and wherever possible. Consult with regional staff for more information.
- If non-family individuals are too close to others, i.e., less than six feet apart, ask for proper separation, including lines at the contact station.
- Replace any worn or absent floor markings that designate proper distancing at key areas such as waiting areas for bathrooms and contact station windows.

Incident Response/Medical Care

- Secure proper PPE for the required assistance for both yourself and the visitor
- Follow Covid-19 guidelines for CPR up to your level of training
 - Guidance for CPR is found here, check for updates frequently:
 - AHA: <https://cpr.heart.org/en/resources/coronavirus-covid19-resources-for-cpr-training>
 - ARC: <https://www.redcross.org/take-a-class/cpr/performing-cpr>
- For First Aid, avoid direct contact with visitors, ask if they can provide care on their own such as applying an adhesive bandage. If contact is absolutely necessary, secure proper PPE first.
- Ensure first aid kits keep at least five additional facemasks for visitors' use. Contact regional staff if you need more to keep this amount in the kits.
- Ensure first aid kits keep at least five additional facemasks for visitors' use. Contact regional staff if you need more to keep this amount in the kits.

Shared Housing

- ***For the 2020 park operating season, there shall be no shared housing.*** Shared housing is defined as housing where co-workers share the same common living space such as a kitchen, bathroom and living room. People in existing domestic partnerships both employed at a park may live together under one roof as they are considered part of the same household.

Shared Laundry

- For laundry facilities located in a space that does not require access through another employee's living space, such as bulkhead access to a basement, a utility space in a park bathhouse, etc.:
 - Laundry machines are only as clean as the last person left them, so leave them clean and sanitized.
 - Sanitize all exterior touch points of laundry machines after each use with park approved sanitizer while utilizing appropriate PPE.
 - Only one person shall be allowed to use the machines at one time.
 - Please coordinate with one another to avoid using the same small space simultaneously.
- For parks where laundry machines are only available by entering another employee's assigned park housing:

- Please consult with your Regional Operational Supervisor to develop a plan for your situation.
- Offering access to another employee's personal living space may not be appropriate in every case. In situations where it is deemed acceptable to both the employee and Regional Staff, please mitigate this risk by using appropriate social distancing, wearing a mask while in the presence of others and sanitizing the exterior touch points of laundry machines after each use.

Overnight Guests

- Overnight guests are highly discouraged. Please consult with regional staff for guidance if you want to have an overnight guest.

Staff Get-togethers

- Please consult with regional staff for guidance on staff get-togethers. If allowed, physical distancing, face masks and sanitizing are essential.

Breaks and Meal-times

- Break rooms are not allowed for the 2020 park season.
- Find a suitable outdoor location of your choice to take a break or to eat your lunch or eat in your personal vehicle.
- Consult regional staff if you have any questions about a suitable area to take breaks.

Trash and Recycling

- Do not pick through recycling bins to remove trash and other inappropriate material.
- All recycling, including redeemable bottles and cans must be placed in the zero-sort recycling dumpsters.
- You must not handle redeemable bottles and cans and return them for bottle money.
- Where zero-sort recycling dumpsters are not available, you will dispose of all recycling in the trash dumpsters by dumping the recycle bins and not touching any of the recycle items themselves.

COVID-19 CONTACT STATION PROCEDURES

Contact station operations (at campgrounds and day use areas) during Covid-19 conditions will be guided by protocols that assure the safety of park staff and the public. All of them listed below are designed to for compliance with the VOSHA requirements you have already reviewed as well as the overarching goals of keeping the contact station clean and sanitized, treated as if it were a common area and not an individual's personal area, and having staff work in the safest manner possible. Firewood will continue to be sold but ice may only be available in parks where local alternatives are not convenient.

Opening and Closing the Office

- Wipe all high touch surfaces down with sanitizing spray at the beginning and end of shift.
- Limit to one person in contact station whenever possible, with two as maximum if absolutely necessary and appropriate social distancing is achievable with two staff.

- Minimize the number of different staff accessing the contact station at different times during the shift. Where possible limit contact station to manager and/or assistant manager.
- Where possible, use “mini-shifts” for contact station: 4 hours of work, then disinfect contact station, then take lunch break and second person comes on who just had lunch. Work with regional staff as needed.
- Contact station bathrooms are only for staff working in contact station. Instruct other park staff to use park bathrooms.
- At the end of a contact station shift, clean and disinfect the contact station bathroom.
- Open windows when possible to promote air flow.
- Wear gloves when counting the till, and discard gloves when till is in place.
- Wash hands after raising and lowering flag.
- If sanitizer is available for the public, please check with your regional staff on placement within your park.

Crowd Control (Waiting Lines)

- Always wear a non-medical cloth face mask over your nose and mouth when in the presence of others.
- Remind visitors as needed of the six-foot separation requirement.
- Place/replace markers at six feet of separation as needed at contact station window.
- Consult regional staff for suggestions of marker types for various surface types such as pavement, grass, gravel, etc.
- Discontinue public wifi if crowding/social distancing becomes an issue.

Cleaning and Disinfecting the Contact Station

- Read and understand the chapter entitled “Equipment and Tools Cleaning and Disinfection”
- Equipment to use:
 - PPE
 - Webster® High reach duster
 - Trash can liners
 - Paper towels (Tork roll towels)
 - Broom and dustpan
 - Mop
 - Bucket/wringer combo
- Cleaning products to use:
 - Spray ES71 Super H2O2 Multipurpose Cleaner/Degreaser
 - Spray ES64 General Purpose Neutral Disinfectant
 - ES71 Super H2O2 Multipurpose Cleaner/Degreaser diluted for mopping (mop buckets)
 - Diversey Oxivir TB Disinfecting Wipes
 - Hand sanitizer if soap and water not immediately available
- Cleaning Instructions:
 - Perform high dusting as needed to remove cobwebs and dust from fans, vents, lights, and tops of cabinets.
 - Wipe all high areas as needed with disposable paper towels from roll, dampened with cleaner.
 - After cleaning re-wipe these areas with a dry clean paper towel from roll, (no product) to prevent buildup.

- As needed, empty trash containers. When visible soils are present spray cleaner and wipe container. After liner changes and/or cleanings, disinfect container with spray disinfectant following product instructions.
 - At least once daily, clean all high touch surfaces with a towel dampened with spray cleaner. This includes counters, desktops, service windows, pens, pencils, entrance doors, doorknobs, cash drawers, drawer pulls, chair arms, etc.
 - At least once daily, clean office phones, computers, printers, credit card machines and other electronics. Avoid spraying cleaner directly on electronics, use a slightly dampened towel and wipe surfaces gently.
 - Avoid wiping computer monitors with cleaning products. As needed use only a dry clean towel to dust screens.
 - After cleaning re-wipe surfaces with a paper towel roll sheet that is free of product.
 - Disinfect all items immediately after cleaning following product instructions including allowing product to air dry.
 - At least daily sweep floors removing all dirt and debris.
 - At least once per week, or more frequently if soils are visible, floors should be mopped using a wet mop and an appropriately diluted cleaner.
 - A spray cleaner can be applied in heavy traffic areas or where extra cleaning is necessary.
 - After cleaning, floors should be wet mopped with clean water to prevent product buildup.
 - Apply disinfectant as directed to floors. Allow to dry.
- After Cleaning and Regular Maintenance of Contact Station
 - At the conclusion of cleaning:
 - All equipment and tools must be washed, disinfected and/or wiped down and stored properly.
 - All buckets and wringers must be thoroughly rinsed and allowed to dry.
 - All mops must be thoroughly rinsed and hung to drip dry.
 - Refill spray bottles as needed. Make sure all are properly labeled.
 - Properly remove and dispose of single use PPE. Any reusable PPE should be dedicated to each staff member, dedicated for cleaning and disinfecting, and shall not be used for other purposes.
 - All staff must immediately wash their hands with soap and water, or if not available, must use hand sanitizer after removing gloves.
- Spot-Cleaning and Disinfecting (High-touch objects)
 - Disinfect high-touch areas frequently to further ensure staff and public protection.
 - Perform extra cleanings if visible soils are present.
 - Spot-cleaning instructions:
 - Put PPE on as required.
 - Clean any visible soils with spray cleaner and disposable paper roll towels prior to disinfecting.
 - Using disinfectant product, thoroughly wipe all high touch objects.

General Procedures during Operations

- In the contact station, use sanitizer before and after each customer interaction.
- Ensure there are no paper materials outside the contact station such as racks or tables with maps and guides.

- Use of a weather forecast bulletin or white board is permitted.
- Use of posted maps or other reference material on a bulletin board is permitted. Ensure each sheet is securely fastened to the board.
- If a communal map is used interactively for reference with visitors, ensure that it is laminated and disinfected after each use in the contact station.
- Use on-line reference materials only (such as the Park Management Manual)
- Put away all general supplies in a closed cupboard or sealed container.
- Keep a “used pens” and “clean pens” container. Sanitize the used pens and transfer to the clean container whenever possible but at least by the end of shift.

Park Computers

- Sanitize the computer mouse before and after use. Remove any soft materials used in conjunction with the mouse such as pads and wrist cushions.
- Use wireless keyboards for laptop computers. Contact regional staff if you do not have a wireless keyboard.
- Use silicon covers if available for keyboards and disinfect before and after use. If silicon covers are not available, use a sanitizing wipe or cloth with sanitizer applied.
- Wipe down monitor after use.

Staff Timesheets

- Encourage park staff to use personal devices to enter timesheets. If not possible, ensure that computer and its components are sanitized before and after each use.

Park Phones

- Update voicemail greeting with any COVID-19 information as directed by regional staff.
- Phones are answered by one person during a shift and sanitized before and after each use.
- Phones are not to be offered to the public unless in the event of an emergency.

The Park Safe

- The safe will be accessed only by park managers and sanitized before and after each use.

Park Radios

- Disinfect radios before and after each use and periodically throughout the day.
- Assign radios to individuals for the duration of their shift.

Entry fees and other transactions at the window

- Place credit card machines outside of the contact station if possible. Visitors are to insert/swipe their cards on their own.
- Limit cash transactions when possible, asking visitors to use a card.
- If cash is used, sanitize immediately after handling.
- At check-in at a camping park, staff should ask if they intend to purchase firewood; if so, ask if they could pay for it at check-in to reduce the number of transactions.
- If your park sells ice, follow this same procedure in asking customers if they could purchase ice at check-in.

- For all physical transfers between the customer and staff, use a plastic bin or basket.
- When using a punch pass as payment, ask visitor to punch-out the entry on their own pass. If visitor needs a pen, using the transfer basket, provide a clean pen from the clean pens container and after use place the pen in the used pens container for sanitizing.

COVID-19 PARK CLEANING PROCEDURES

Introduction to the Cleaning Procedures – The Chapters

Each chapter reflects the work of the Regional Coordinators compiled and sampled as needed to provide continuity amongst the chapters. The information does repeat since disinfecting a sink spigot is similar to disinfecting a spigot out in the park.

Each chapter follows the same flow so that if an employee picks you pick up only one chapter, you get the whole picture. If you have to look at them all, you can predict where the repetition is and move to the info you need. Some elements are combined because the action is so similar or they are logically performed together. (i.e., Lean to, table, bench grills and fire rings)

Each chapter follows the black text/ red text rule:

- Black text is universal and applied statewide.
- Red text is customized to the region to reflect equipment and tool norms along with differences in specific products used.

Equipment and Tools Cleaning and Disinfecting Procedures

Vermont State Park grounds maintenance equipment and hand tools are used every day and are shared frequently between staff. Safety using this equipment will require additional operating and cleaning/disinfection procedures which are detailed below.

Clean and sanitary equipment and tools will help protect our staff and ensure a safe work environment.

In response to the COVID-19 Pandemic, the following usage and cleaning procedures are in effect until further notice.

Riding Equipment shall be assigned to one staff member per day/shift. (when possible)

- If there is a switch in operators, riding equipment shall be disinfected as if end of day or shift.
- Do not share tools on a project. Designate tasks or bring enough tools
- Wear work gloves when safe to do so.
- Exit riding equipment when interacting with individuals to achieve social distancing.

Text that appears in **RED** is specific by region and may differ. Equipment and cleaners along with their specific risks are summarized in table format at the end of the document. This table does not take the place of the product label and Safety Data Sheet as they are subject to change by the manufacturer.

Employees must read, familiarize themselves and comply with product labels and Safety Data Sheets.

CLEANING AND DISINFECTING EQUIPMENT & TOOLS

STANDARD: (for COVID-19 Response)

Equipment and tools are clean, in good repair and fully operable with all required guards and safety features in place and effective.

SKILL LEVEL:

Any State park employee properly trained on these techniques can perform this task

FREQUENCY: (SPECIAL COVID-19 RESPONSE)

Equipment and tools will be **cleaned daily.**

Equipment and tools will be **disinfected between every different** operator or user.

DEFINITIONS:

To understand the reason for each of the tasks below it is important to appreciate the difference between CLEANING AND DISINFECTING, and the concept of DWELL TIME.

CLEANING: the process of removing dirt and other materials which harbor germs from a surface.

DISINFECTING: the process of killing these germs. Disinfection cannot happen without enough time for the products to do their job (dwell time).

DWELL TIME (also referred to as CONTACT TIME): the amount of time the disinfecting agent must be in contact with the surface, **and remain wet**, in order to achieve the product's advertised kill rate.

Without proper cleaning, surface disinfection will not perform up to maximum efficacy. It is critical that staff understand the difference and the importance of each process to ensure clean, safe equipment and tools.

SAFETY

- Product label – Each of the cleaners selected and provided for use in Vermont State Parks performs a specific function and must always be used in accordance with the product label. Staff must read and follow product instructions.
- Personal Protective Equipment (PPE) – Is identified and provided to protect the user. Cleaning shall be conducted only with proper PPE provided and used correctly.
- Safety Data Sheets (SDS) must be reviewed as often as needed for staff to maintain an understanding of the products, their properties, handling and storage measures and relevant first aid and safety requirements associated with each product.

THE CLEANING STEPS FOR EQUIPMENT & TOOLS

1. STAGING AND SAFETY

- Gather required cleaning and disinfecting supplies.
- Put on Proper PPE
- Make sure vehicle is turned off and parked away from visitor areas

2. CLEANING AND DISINFECTING

- Dirt and stains can be removed with soap and water, or the supplied vehicle interior cleaning supplies provided to your park.
- Clean commonly touched surfaces that are heavily soiled or dirty, before and after operation and BEFORE disinfecting.
- Remove dirt with a moistened cleaning cloth from all soiled surfaces, focusing on commonly touched areas.
- Allow surfaces to dry, then apply disinfectant to all cleaned and commonly touched surfaces. Remember to apply disinfectant to exterior door and tailgate handles.
- Use approved disinfecting wipes or disinfectant SOLUTION. Follow all instructions for application.
- All disinfectant shall remain on surfaces for required dwell time.

PRODUCT/EQUIPMENT USED –

Bucket, water, soap or spray cleaner (ArmorAll or equivalent)

Sponge or paper towels,

Reusable gloves with extended cuff or disposable gloves with long sleeve shirt

Disinfecting wipes, alcohol wipes or ES364 disinfectant

3. SPOT DISINFECTION AT CHANGE OF OPERATOR OR TOOL USER

- All commonly touched surfaces used to operate and control the equipment or tools will be disinfected. These surfaces will include, but are not limited to:
 - Handles
 - Instrument panel, gear shift, control knobs and devices
 - Steering wheel and center console
 - Exterior handles/latches

PRODUCT/EQUIPMENT USED –

Reusable gloves with extended cuff or disposable gloves with long sleeve shirt

Disinfecting wipes, alcohol wipes or ES364 disinfectant

4. CLEAN-UP AND MAINTENANCE

At the conclusion of cleaning:

- All equipment and tools must be cleaned in accordance with hand tool cleaning procedures
- Refill spray bottles. Make sure all are properly labeled.
- Properly remove and dispose of or store PPE.
- All staff must immediately wash their hands immediately after removing gloves.

PARK VEHICLES (TRUCKS, CARS, UTV, GOLF CARTS) CLEANING EQUIPMENT AND MATERIALS QUICK REFERENCE TABLE

PRODUCT	POTENTIAL HAZARD	PPE	PROPER USE
Bucket	Slip hazard-wet	None	Bucket is placed on firm, level surface
Sponge	Splash-eyes	None	Don't squeeze sponge near face
Hose	Trip hazard	None	Hose is unfurled in an area clear of other staff
Automotive exterior soap	Splash -eyes	None	Add soap to bucket of water, agitate gently.
Disinfectant	Contact to skin Splash	Reusable gloves with extended cuff or disposable gloves with long sleeve shirt Safety glasses (ANSI Z78.1)	Use according to manufacturer guidance

Washrooms, Toilets & Showers Cleaning and Disinfecting

INTRODUCTION

Vermont State park restrooms are facilities that will be used by every park visitor. Not only does this make these facilities the most viewed and judged by everyone, it is the most likely facility to transmit potential pathogens.

A clean, sanitary bathroom improves customer service and protects public health

This chapter will describe the tasks involved to clean the majority of Vermont State Park Restrooms, but not all. Some tasks will not be needed (i.e., Composting toilets don't have a bowl to clean). Other tasks will be adopted to the specific situation. (i.e., a portable toilet is essentially a toilet stall and all relevant procedures are applied when they are cleaned.)

Text that appears in **RED** is specific by region and may differ. Equipment and cleaners along with their specific risks are summarized in table format at the end of the document. This table does not take the place of the product label and Safety Data Sheet as they are subject to change by the manufacturer.

Employees must read, familiarize themselves and comply with product labels and Safety Data Sheets.

STANDARD: (From approved State Park Standards)

Building is clean and sanitary, dry and free of dirt, stains, grime, cobwebs. Interior is free of tacks, staples, tape, uncovered carvings and graffiti. Consumable product dispensers are never empty.

SKILL LEVEL:

Any State park employee properly trained on these techniques can perform this task

FREQUENCY: (SPECIAL COVID-19 RESPONSE)

Day Use

MINIMUM TASK FREQUENCY - At a minimum bathroom shall be **deep cleaned and disinfected** once **(1x) per day** in the morning prior to park opening.

High Touch points shall be disinfected whenever staff enter the building for janitorial check frequently throughout the day, however, shall occur **NO FEWER than four (4x) times per day**, reasonably spaced.

At the end of the day the facility shall be closed to the public and allowed to rest prior to being cleaned the next day.

Campground

MINIMUM TASK FREQUENCY - At a minimum bathrooms and showers shall be **deep cleaned and disinfected twice (2x) per day** once in the morning and once in the evening prior to peak uses. High Touch points shall be **disinfected whenever** staff enter the building for janitorial check throughout the day, however, shall occur **NO FEWER than three (3x) times per day**, reasonably spaced and following peak uses.

DEFINITIONS:

To understand the reason for each of the tasks below it is important to appreciate the difference between CLEANING AND DISINFECTING, and the concept of DWELL TIME.

CLEANING: the process of removing dirt and other materials which harbor germs from a surface.

DISINFECTING: the process of killing these germs. Disinfection cannot happen without enough time for the products to do their job (dwell time).

DWELL TIME (also referred to as CONTACT TIME): the amount of time the disinfecting agent must be in contact with the surface, **and remain wet**, in order to achieve the product's advertised kill rate.

Without proper cleaning, surface disinfection will not perform up to maximum efficacy. It is critical that staff understand the difference and the importance of each process to ensure a clean, safe, hygienic restroom.

CUSTOMER SERVICE

SCHEDULING:

While the public expects and appreciates a clean sanitary facility, the closing of a facility for cleaning can be a burden for visitors. To reduce this burden:

- Post a predictable and regular schedule for cleaning.
- Avoid busy times (IE. clean independent showers mid-day).
- Be prepared so that the cleaning process can proceed without interruption.

MAINTAINING SANITARY ACCESS:

If possible, stagger facility closures to maintain nearby services (don't clean all the restrooms in the park/loop at the same time).

- Nearby gender-neutral restrooms should remain available while cleaning gender specific facilities.
- Gender neutral restrooms which contain a shower should be limited to restroom use only while nearby facilities are closed for cleaning.

COURTESY:

Knock on the outside door or door opening, open it slightly and announce your intention to enter. If the restroom is occupied, wait until it is empty. Take cleaning supplies into or near the restroom. Place wet floor/closed for cleaning signs in entranceway to prevent public use while cleaning and disinfecting.

SAFETY:

Staff and product safety is equally important to being courteous and efficient when cleaning and disinfecting a restroom facility.

- Product label – Each of the cleaners selected and provided for use in Vermont State Parks performs a specific function and must always be used in accordance with the product label. Staff must read and follow product instructions.
- Personal Protective Equipment (PPE) – Is identified and provided to protect the user. Cleaning shall not be conducted without properly used PPE.
- Safety Data Sheets (SDS) must be reviewed as often as needed for staff to maintain an understanding of the products, their properties, handling, and storage measures and relevant first aid and safety requirements associated with each product.

WASHROOMS, TOILETS & SHOWERS PROCEDURES

STAGING AND SAFETY

- Put on Proper PPE.
- Gather required cleaning and disinfecting supplies.
- Practice customer service to enter the room.
- Place wet floor/closed for cleaning signs in entranceway to prevent public use while cleaning/disinfecting.

PRODUCT/EQUIPMENT USED-

Safety glasses

Reusable gloves with extended cuff or disposable gloves with long sleeve shirt

Wet floor/Closed for Cleaning Signage

Safety glasses with side protection (ANSI Z78.1)

PREPARE TOILET BOWLS AND URINALS FOR CLEANING

- Flush toilets and urinals.
- “Plunge” toilet with plunger and/or brush to minimize water in the bowl.
- Loosen heavy soils with bowl brush.
- Apply cleaner to bowls and let stand while the balance of the restroom is being cleaned.

PRODUCT/EQUIPMENT USED –

Bowl Brush -Round headed plastic

Plunger

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner

ES53 Cream Cleanser – Specialty bowl cleaner

Spray ES56 Like Acid Washroom Cleaner - For occasional use on heavy bowl stains or soils

HIGH DUST-LOW TOUCH AREAS

- Remove all dust webs with a duster. Remember to look up and down....
- Working around the restroom, clean walls, wall vents, light fixtures, tops of doors and tops of partitions with towels dampened with cleaner as needed.
- After cleaning re-wipe with dry clean towel.

PRODUCT/EQUIPMENT USED –

Webster ® High reach duster

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner

Paper Towels – Tork roll towels (for cleaning)

RESTOCK CONSUMABLE SUPPLIES

- Check and refill all consumable product dispensers including toiletry products, soaps, hand sanitizers (only for facilities without running water), hand drying towels, and room deodorizers.
- Document any damaged items on “Bathroom Cleaning Log” to forward to Maintenance.

PRODUCT/EQUIPMENT USED –

Deb Azure Foam Soap

Valay Toilet Tissue
Essity Trifold Paper Towels (for customer hand drying)
BioQuest Vaportek Disks

MIRRORS AND SHELVING

- Apply cleaner to mirrors and adjacent shelving.
- Wipe clean with dry towels.
- Work around the restroom until all are cleaned.
- Apply disinfectant following product instructions.

PRODUCT/EQUIPMENT USED –

Spray ES77 Glass cleaner – Glass surfaces

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner

Spray ES78 Stainless Steel Cleaner – Metal surfaces

Paper Towels – Tork roll towels (for cleaning)

Spray ES(3)64 General Purpose Neutral Disinfectant

SINKS AND ADJACENT AREAS

- Check faucets for dripping and ease of operation, also check the drain flow to see that each drain is clear and empties the washbasin properly.
- Document any damaged items on “Bathroom Cleaning Log” to forward to Maintenance.
- Using cleaner, spray and wipe interior and exterior sink surfaces, fixtures, and drain pipes, paying special attention to high touch points.
- Rinse and/or re-wipe sink with a towel free of cleaners to prevent product buildup.
- Wipe chrome fixtures with a dry towel.
- Using cleaner, spray and wipe clean adjacent walls, dispensers, and hand dryers, paying special attention to high touch points.
- Re-wipe with a dry clean towel to prevent product buildup.
- Apply disinfectant following product instructions.

PRODUCT/EQUIPMENT USED –

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner

Spray ES57 Lime Scale Remover – Specialty product for rust stains or hard water scale removal

Spray ES56 Lime Acid Washroom Cleaner - For occasional use on heavy stains or soils

Spray ES78 Stainless Steel Cleaner – For use on fixtures and other stainless-steel products

Paper Towels – Tork roll towels (for cleaning)

Spray ES(3)64 General Purpose Neutral Disinfectant

SHOWERS

- Family showers or ADA washrooms follow entire “Washroom Cleaning and Disinfecting” procedure.
- Check shower operation including head, handle and coin op for hot water.
- Check shower drain for obstruction and proper drainage.
- Document any damaged items on “Bathroom Cleaning Log” to forward to Maintenance.
- Remove shower mats to an area where they can be cleaned and disinfected. Prior to applying spray cleaner remove any hair or other visible debris. Using a stiff bristled brush scrub mats,

rinse with clean water and apply disinfectant.

- Using spray cleaner, and working top down, spray and scrub all interior wall surfaces with a non scratch scrubber pad and/or stiff bristled brush in shower area, paying special attention to high touch points including shelves, grab bars, benches, and fixtures. Be sure corners, grouting, and other hard to reach locations are cleaned. Stainless steel objects can be cleaned with stainless steel spray cleaner as needed.
- Shower curtains should be inspected. Torn or damaged curtains must be replaced. Using spray cleaner, spray and wipe clean entire curtain.
- Shower floors may be cleaned at this time or can be incorporated with the full cleaning of the restroom floors as in step # 10 & 12 below.
- Rinse cleaned areas with clean water to prevent product buildup.
- Wipe metal surfaces dry.
- Apply disinfectant to the entire shower stall, paying special attention to high touch points, following product instructions.

PRODUCT/EQUIPMENT USED –

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser- Normal routine cleaner

Spray ES78 Stainless Steel Cleaner – For use on fixtures and other stainless-steel products

Non scratch scrubber pads

Stiff bristled brush

Paper Towels – Tork roll towels (for cleaning)

Spray ES(3)64 General Purpose Neutral Disinfectant

TOILETS, URINALS, PARTITIONS, PORTABLE TOILETS

- Working from stall to stall begin cleaning previously treated toilet bowls and urinals.
- Clean insides thoroughly with toilet bowl brush. Paying special attention under rims.
- Flush; agitate with the bowl brush and flush again.
- Spray exterior of toilets and urinals with cleaner working from top to bottom wipe all surfaces including pipes and valves behind the fixture.
- Re-wipe toilets and urinals with clean dry towel to prevent product buildup.
- Remove liners from sanitary napkin disposal receptacles.
- Using cleaner, spray and wipe the interior of the bathroom stall including partitions, dispensers, receptacles, grab bars, and doors. Paying special attention to high touch points.
- Re-wipe all with of these surfaces with a clean dry towel.
- Install new liner in sanitary napkin disposal receptacles.
- Apply disinfectant to entire toilet and compartment area, paying special attention to high touch points, following product instructions.

PRODUCT/EQUIPMENT USED –

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner

Spray ES56 Like Acid Washroom Cleaner – For occasional use on heavy stains or soils

Toilet Brush – Round head plastic

Paper Towels – Tork roll towels (for cleaning)

Sanitary Napkin Wax Liners

Spray ES(3)64 General Purpose Neutral Disinfectant

WATERLESS URINALS

- Clean and disinfect as you would a typical flush urinal.
- Avoid dumping water in water free urinals to maintain cartridge integrity.
- Change filtration cartridge as required.

PRODUCT/EQUIPMENT USED –

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner
Spray ES56 Like Acid Washroom Cleaner – For occasional use on heavy stains or soils
Toilet Brush – Round head plastic
Paper Towels – Tork roll towels (for cleaning)
Spray ES(3)64 General Purpose Neutral Disinfectant
Waterless Urinal Cartridge

BABY CHANGING STATIONS

- Open unit.
- Using cleaner, spray and wipe entire unit and adjacent wall areas, paying special attention to high touch points.
- Using a clean dry towel re-wipe cleaned surfaces to prevent product buildup.
- Apply disinfectant follow product instructions.

PRODUCT/EQUIPMENT USED –

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner
Paper Towels – Tork roll towels (for cleaning)
Spray ES(3)64 General Purpose Neutral Disinfectant

PUBLIC ENTRANCE DOORS

- Using cleaner, spray and wipe the interior and exterior of the entrance door, paying special attention to handles and other high touch points.
- Apply disinfectant following product instructions.

PRODUCT/EQUIPMENT USED –

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner
Paper Towels – Tork roll towels (for cleaning)
Spray ES(3)64 General Purpose Neutral Disinfectant

FLOORS SWEEP and PICKUP TRASH

- Sweep all dirt, paper, and trash from the floor.
- Place in waste can.

PRODUCT/EQUIPMENT USED –

Broom and dustpan

EMPTY WASTE RECEPTACLES

- Remove waste can liners.
- Spray and wipe clean inside and outside of waste container.
- Apply disinfectant following product instructions.
- Replace and secure waste liners.

PRODUCT/EQUIPMENT USED –

Trash can liner - appropriately sized

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner

Paper Towels – Tork roll towels (for cleaning)

Spray ES(3)64 General Purpose Neutral Disinfectant

MOP FLOOR

- Clear floor of all moveable items.
- Using a wet mop and appropriately diluted cleaner mop floors paying special attention around toilets, drainpipes, and in corners.
- A spray cleaner can be applied in heavy traffic areas or where extra cleaning is necessary.
- Empty mop bucket refill with clean water. Re-mop to prevent product buildup.
- Apply disinfectant following product instructions.

PRODUCT/EQUIPMENT USED –

Mop – String mop

Bucket/wringer combo

ES71+ Super H2O2 Multipurpose Cleaner/Degreaser diluted for mopping – Normal routine cleaner

Spray ES71+ Super H2O2 Multipurpose Cleaner/Degreaser – Normal routine cleaner

Spray ES(3)64 General Purpose Neutral Disinfectant

RETURN WASHROOM TO SERVICE

- Replace all items.
- Confirm dwell time has elapsed.

CLEAN-UP AND MAINTENANCE

At the conclusion of cleaning:

- All buckets and wringers must be thoroughly rinsed and allowed to dry.
- All mops must be thoroughly rinsed and hung to drip dry.
- All other cleaning equipment must be rinsed and properly stored away.
- Refill spray bottles. Check to be sure all are properly labeled.
- Always maintain a neat and orderly utility storage room.
- Properly remove and dispose of single use PPE.
- Reusable PPE should be dedicated to each staff member, dedicated for cleaning and disinfecting, and shall not be used for other purposes.
- All staff must immediately wash their hands immediately after removing gloves.
- Make note of deficiencies for report to Maintenance.

SPOT CHECKING WASHROOM

Spot checking serves as a quick look into our restrooms in between full cleanings to ensure continued cleanliness, sanitization and public satisfaction within our facilities. Spot checking should be completed as frequently as necessary to maintain these assurances.

- Be prepared with proper PPE and supplies to complete spot cleaning, as needed, and

disinfecting of all high touch areas and components.

- Check toilets (plunge and flush and repeat #8 when necessary). Apply disinfectant to all high touch areas.
- Check sinks (repeat #6 when necessary). Apply disinfectant to all high touch areas.
- Check receptacles (repeat #4 when necessary). Refill with appropriate products as required. Apply disinfectant to all high touch areas.
- Check showers and coin-op (repeat #7 when necessary). Apply disinfectant to all high touch areas.
- Check floors (repeat #10&12 when necessary) Sometimes when floors are wet (sweating) a dry mopping can help.
- Adjust fans.

PRODUCT/EQUIPMENT USED-

Safety glasses

Reusable gloves with extended cuff or disposable gloves with long sleeve shirt

Disinfectant product

Wet floor/Closed for Cleaning Signage as needed

Cleaners as required

Cleaning tools as required

Consumable products as required

(Table on next page)

RESTROOM CLEANING EQUIPMENT AND MATERIALS QUICK REFERENCE TABLE

PRODUCT	POTENTIAL HAZARD	PPE	PROPER USE
<p>Bowl Cleaner ES71+ Super H2O2 Multipurpose Cleaner/Degreaser ES53 Cream Cleanser</p>	<p>Skin, eye irritant</p>	<p>Safety glasses (ANSI Z78.1) , Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Follow label directions for proper usage</p>
<p>Broom/Dustpan</p>		<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Sweep floors to remove loose dirt and debris prior to mopping and for general cleanups</p>
<p>Consumable Products Deb Azure Foam Soap Valay Toilet Tissue Trifold Hand Drying Towels (for customer hand drying)</p>	<p>Product contamination</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Refill consumables as needed; Care should be taken to avoid contaminating products prior to installation</p>
<p>Disinfectants ES(3)64 General Purpose Neutral Disinfectant Disinfecting Wipes</p>	<p>Skin, eye irritant</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Follow label directions for proper usage. Bottle nozzle set to “stream” or coarse spray only.</p>
<p>General Purpose Cleaner ES71 Super H2O2 Multipurpose Cleaner/Degreaser</p>	<p>Skin, eye irritant</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Follow label directions for proper usage Bottle nozzle set to “stream” or coarse spray only.</p>
<p>Mop / Bucket Wringer</p>	<p>Slippery surfaces when wet</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Use proper wet floor signage and use caution when walking on wet floors.</p>

<p>Plunger</p>	<p>Exposure risk, bodily fluids, splash;</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Submerge plunger covering hole to form seal. Push/pull handle quickly maintaining seal. Repeat until clog removed</p>
<p>Scrubbing Tools Non-Scratch Scrubber Pads Scrubbing Brush Paper Towels – Tork roll towels (for cleaning)</p>		<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Used to clean surfaces; Single use towels for general cleaning/wiping; Scrubber pads/brushes for use when additional abrasiveness is required</p>
<p>Specialty Cleaners <i>Heavy soils:</i> ES56 Like Acid Washroom Cleaner <i>Stainless Steel/Metal:</i> ES78 Stainless Steel Cleaner <i>Rust stains/Hard Water Scale:</i> ES57 Lime Scale Remover</p>	<p>Skin, eye irritant</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Follow label directions for proper usage Bottle nozzle set to “stream” or coarse spray only.</p>
<p>Toilet Brush Round headed plastic</p>	<p>Exposure risk; splash eye, skin irritant</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Brush inside of toilet bowls/urinals with applicable cleaner to dislodge soils and maintain cleanliness</p>
<p>Waste Liners Poly waste liners in various sizes Waxed liners for sanitary napkin receptacles</p>	<p>Exposure, Unknown hazards contained within, sharps, bodily fluids; Suffocation risk</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Size of liner should match size of container. Insert liner to ensure it remains in place</p>
<p>Webster® High reach duster</p>	<p>Falling, dust, debris eye irritant</p>	<p>Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt</p>	<p>Gentle wipe surfaces to remove dust/cobwebs. Use extendable handle to reach high areas to avoid needing a ladder</p>

Lean-tos, Benches, Tables, Grills & Fire Rings Cleaning and Disinfecting Procedures

INTRODUCTION

At Vermont State Parks, Lean-tos are icons, pieces of living history, and for our visitors, they are home. Picnic Tables, Grills, Fire rings and Fixed Benches are all elements with which park visitors will interact daily.

At all times, but especially during the COVID-19 Pandemic, their routine cleaning and/or disinfecting will be key.

Clean and sanitary park structures and fixtures will help protect you and ensure a safe work and play environment.

Text that appears in **RED** is specific by region and may differ. Equipment and cleaners along with their specific risks are summarized in table format at the end of the document. This table does not take the place of the product label and Safety Data Sheet as they are subject to change by the manufacturer.

Employees must read, familiarize themselves and comply with product labels and Safety Data Sheets.

STANDARDS: (From approved State Park Standards or modified for COVID response)

LEAN TO: Interior is free of tacks, staples, tape and any user applied fastener residue, uncovered carvings and graffiti. Floor free of debris, spills and stains.

TABLES: Table is free of debris, candle wax, food, liquids, graffiti, animal or bird feces, staples, tacks, nails, screws, tape or other foreign materials.

UNFIXED BENCHES: (FOR COVID: Bench surfaces are clean, free of dirt, debris, spills and stain)

GRILLS: Grill and area beneath is free of food and other residue from use. Firebox is empty with no more than a dusting of ash remaining. (FOR COVID: Handles are disinfected for new user)

FIRE RINGS: Cooking Grate is free of food and other organic residue. Fireplace/fire ring is free of everything except a thin (<1/4 inch) layer of ash. The ground surface at the bottom is level and will not pool water. Any unburnt wood left by previous occupants is neatly stacked on the site. (FOR COVID: Handles are disinfected for new user)

SKILL LEVEL:

Any State park employee properly trained on these techniques can perform this task

FREQUENCY: (SPECIAL COVID-19 RESPONSE)

LEAN TO

MINIMUM TASK FREQUENCY - Lean to floor, ADA railings and vertical end faces of side walls shall be cleaned with environmentally preferable soap and water **between site occupants**

PICNIC TABLES

Day Use (All tables removed from day use and shelter areas except for limited ADA tables)

MINIMUM TASK FREQUENCY - Picnic Tables and seats shall be washed with environmentally preferable soap and water **once (1x) per day prior to park opening.**

Campground

MINIMUM TASK FREQUENCY - Picnic Tables and seats shall be cleaned with environmentally preferable soap and water **between site occupants.**

FIXED BENCHES – (Moveable benches shall be removed from use)

MINIMUM TASK FREQUENCY - Fixed Benches shall be cleaned with environmentally preferable soap and water **once (1x) per day prior to park opening or in the morning.**

PICNIC GRILLS AND FIRE RINGS – (HANDLES ONLY)

Day Use

MINIMUM TASK FREQUENCY - Handles shall be disinfected **once (1x) per day prior to park opening**

Campground

MINIMUM TASK FREQUENCY - Handles shall be disinfected **between occupants**

DEFINITIONS:

To understand the reason for each of the tasks below it is important to appreciate the difference between CLEANING AND DISINFECTING, and the concept of DWELL TIME.

CLEANING: the process of removing dirt and other materials which harbor germs from a surface.

DISINFECTING: the process of killing these germs. Disinfection cannot happen without enough time for the products to do their job (dwell time).

DWELL TIME (also referred to as CONTACT TIME): the amount of time the disinfecting agent must be in contact with the surface, **and remain wet**, in order to achieve the product's advertised kill rate.

Without proper cleaning, surface disinfection will not perform up to maximum efficacy. It is critical that staff understand the difference and the importance of each process to ensure a clean, safe site items.

SAFETY:

Staff and product safety is equally important to being courteous and efficient when cleaning and disinfecting.

- Product label – Each of the cleaners selected and provided for use in Vermont State Parks performs a specific function and must always be used in accordance with the product label. Staff must read and follow product instructions.
- Personal Protective Equipment (PPE) – Is identified and provided to protect the user. Cleaning shall not be conducted without properly used PPE.
- Safety Data Sheets (SDS) must be reviewed as often as needed for staff to maintain an understanding of the products, their properties, handling and storage measures and relevant first aid and safety requirements associated with each product.

PROCEDURES – LEANTOS, BENCHES, TABLES, GRILLS & FIRE-RINGS

STAGING AND SAFETY

- Put on Proper PPE.
- Gather required cleaning and disinfecting supplies.

PRODUCT/EQUIPMENT USED-

Reusable gloves with extended cuff or disposable gloves with long sleeve shirt
Safety glasses with side protection (ANSI Z78.1)

CLEAN (LEAN TO, TABLE, BENCH)

- Execute all other necessary cleaning such as dusting, webster, spot cleaning and sweeping.
- Fill bucket with appropriate solution of soap
- Wet brush and scrub targeted surfaces vigorously to fully wet and clean the surface.
- Use squeegee to remove excess water as necessary to encourage drying. (not required)



DISINFECT (GRILL AND FIRE RING HANDLES)

- Use a spray bottle with appropriate disinfectant set properly and liberally wet the handles of the fire rings or grill. Apply until liquid drips from handle.
- Use multiple angles to work liquid into nooks and crannies of the handle

CLEAN-UP AND MAINTENANCE

At the conclusion of cleaning:

- All buckets and brushes must be thoroughly rinsed and allowed to dry.
- All other cleaning equipment must be rinsed and properly stored away.
- Refill spray bottles. Check to be sure all are properly labeled.

- Always maintain a neat and orderly utility storage room.
- Properly remove and dispose of single use PPE.
- Reusable PPE should be dedicated to each staff member, dedicated for cleaning and disinfecting, and shall not be used for other purposes.
- All staff must immediately wash their hands immediately after removing gloves.
- Make note of deficiencies for report to Maintenance.

LEAN TO, TABLE, BENCHES, GRILLS, FIRE RINGS - CLEANING EQUIPMENT AND MATERIALS QUICK REFERENCE TABLE

PRODUCT	POTENTIAL HAZARD	PPE	PROPER USE
Webster® High reach duster	Falling, dust, debris eye irritant	Safety glasses (ANSI Z78.1),	Gentle wipe surfaces to remove dust/cobwebs. Use extendable handle to reach high areas to avoid needing a ladder
Broom/Dustpan	Dust, debris, eye irritant	Safety glasses (ANSI Z78.1),	Sweep floors to remove loose dirt and debris prior to mopping and for general cleanups
General Purpose Cleaner ES71 Super H2O2 Multipurpose Cleaner/Degreaser	Skin, eye irritant	Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt	Follow label directions for proper usage Bottle nozzle set to "stream" or coarse spray only.
Deck brush with Bucket	Splash	Safety glasses (ANSI Z78.1),	Dip deck brush in soapy solution and brush surface parallel to material grain.
Deck Squeegee	Splash	Safety glasses (ANSI Z78.1),	Squeegee excess water from surface.
Disinfectants ES(3)64 General Purpose Neutral Disinfectant Disinfecting Wipes	Skin, eye irritant	Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt	Follow label directions for proper usage. Bottle nozzle set to "stream" or coarse spray only.

Spigots, Dump Stations, Boat Washes & Water Valves

Cleaning and Disinfecting Procedures

INTRODUCTION

Water dispensers in Vermont State Parks are a trusted source of drinking water for Park visitors.

Routine disinfection is a key component of ensuring safe and hygienic park facilities.

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Employees must read, familiarize themselves and comply with product labels and Safety Data Sheets.

STANDARDS: (for COVID response)

Potable water dispensers in Vermont State Parks are clean and sanitary

SKILL LEVEL:

Any State park employee properly trained on these techniques can perform this task

FREQUENCY: (SPECIAL COVID-19 RESPONSE)

SPIGOTS/BOTTLE FILL (HANDLES ONLY)

MINIMUM TASK FREQUENCY - Spigots/bottle fill handles shall be cleaned and disinfected **once (1x) per day in the morning prior to park opening or in the morning.**

DUMP STATION – WATER DISPENSER ONLY (HANDLES ONLY)

MINIMUM TASK FREQUENCY - Dump Station valve handles for both water dispensers shall be cleaned and disinfected **once (1x) per day in the morning.**

BOAT WASHING STATIONS – SPRAY HOSE AND VALVE

MINIMUM TASK FREQUENCY - Boat wash - water dispenser shall be cleaned and valve handle **ONLY** disinfected **once (1x) per day in the morning.**

DEFINITIONS:

To understand the reason for each of the tasks below it is important to appreciate the difference between CLEANING AND DISINFECTING, and the concept of DWELL TIME.

CLEANING: the process of removing dirt and other materials which harbor germs from a surface.

DISINFECTING: the process of killing these germs. Disinfection cannot happen without enough time for the products to do their job (dwell time).

DWELL TIME (also referred to as **CONTACT TIME**): the amount of time the disinfecting agent must be in contact with the surface, **and remain wet**, in order to achieve the product's advertised kill rate.

Without proper cleaning, surface disinfection will not perform up to maximum efficacy. It is critical that staff understand the difference and the importance of each process to ensure a clean, safe site items.

SAFETY:

Staff and product safety is equally important to being courteous and efficient when cleaning and

disinfecting.

- Product label – Each of the cleaners selected and provided for use in Vermont State Parks performs a specific function and must always be used in accordance with the product label. Staff must read and follow product instructions.
- Personal Protective Equipment (PPE) – Is identified and provided to protect the user. Cleaning shall not be conducted without properly used PPE.
- Safety Data Sheets (SDS) must be reviewed as often as needed for staff to maintain an understanding of the products, their properties, handling and storage measures and relevant first aid and safety requirements associated with each product.

PROCEDURES – SPIGOTS, DUMP STATIONS, BOAT WASHES & WATER VALVES

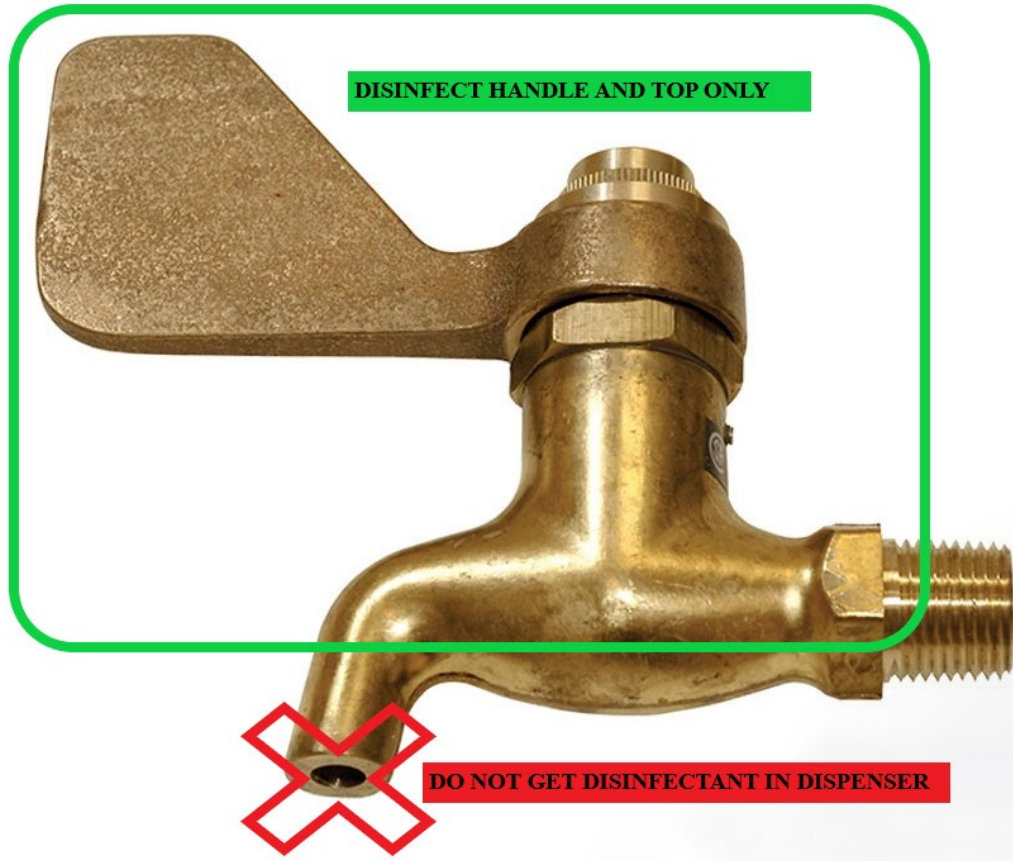
STAGING AND SAFETY

- Put on Proper PPE.
- Gather required cleaning and disinfecting supplies.
PRODUCT/EQUIPMENT USED-
Reusable gloves with extended cuff or disposable gloves with long sleeve shirt
Safety glasses with side protection (ANSI Z78.1)

SPIGOTS AND WATER VALVES

- Check valves for dripping and ease of operation.
- Document any damaged items to forward to Maintenance.
- Using cleaner, spray and wipe exterior of valves paying special attention to high touch points.
- Wipe chrome fixtures with a dry towel.
- Apply disinfectant following product instructions. (APPLY ONLY TO VALVE HANDLE)

(Diagram, next page)



PRODUCT/EQUIPMENT USED –

Spray ES78 Stainless Steel Cleaner – For use on fixtures and other stainless-steel products

Paper Towels – Tork roll towels (for cleaning)

Spray ES(3)64 General Purpose Neutral Disinfectant

CLEAN-UP AND MAINTENANCE

At the conclusion of cleaning:

- All buckets and brushes must be thoroughly rinsed and allowed to dry.
- All other cleaning equipment must be rinsed and properly stored away.
- Refill spray bottles. Check to be sure all are properly labeled.
- Always maintain a neat and orderly utility storage room.
- Properly remove and dispose of single use PPE.
- Reusable PPE should be dedicated to each staff member, dedicated for cleaning and disinfecting, and shall not be used for other purposes.
- All staff must immediately wash their hands immediately after removing gloves.
- Make note of deficiencies for report to Maintenance.

(Table, next page)

LEAN TO, TABLE, BENCHES, GRILLS, FIRE RINGS - CLEANING EQUIPMENT AND MATERIALS QUICK
REFERENCE TABLE

PRODUCT	POTENTIAL HAZARD	PPE	PROPER USE
<p style="text-align: center;">Disinfectants</p> <p>ES(3)64 General Purpose Neutral Disinfectant Disinfecting Wipes</p>	Skin, eye irritant	Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt	<p>Follow label directions for proper usage.</p> <p>Bottle nozzle set to “stream” or coarse spray only.</p>
<p style="text-align: center;">General Purpose Cleaner</p> <p>ES71 Super H2O2 Multipurpose Cleaner/Degreaser</p>	Skin, eye irritant	Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt	<p>Follow label directions for proper usage</p> <p>Bottle nozzle set to “stream” or coarse spray only.</p>
<p style="text-align: center;">Scrubbing Tools</p> <p>Non-Scratch Scrubber Pads Scrubbing Brush Paper Towels – Tork roll towels (for cleaning)</p>		Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt	<p>Used to clean surfaces; Single use towels for general cleaning/wiping; Scrubber pads/brushes for use when additional abrasiveness is required</p>
<p style="text-align: center;">Specialty Cleaners</p> <p><i>Heavy soils:</i> ES56 Like Acid Washroom Cleaner <i>Stainless Steel/Metal:</i> ES78 Stainless Steel Cleaner <i>Rust stains/Hard Water Scale:</i> ES57 Lime Scale Remover</p>	Skin, eye irritant	Safety glasses (ANSI Z78.1), Reusable gloves with extended cuff or disposable gloves with long sleeve shirt	<p>Follow label directions for proper usage</p> <p>Bottle nozzle set to “stream” or coarse spray only.</p>

Park Vehicles (Trucks, Cars, UTVs, Golf Carts)

Operating, Cleaning and Disinfecting Procedures

INTRODUCTION

Vermont State park trucks golf carts and UTVs are tools that are used daily by staff to effectively complete their job duties. Safely using this equipment will require additional operating and cleaning/disinfection procedures which are detailed below.

A clean and sanitary park vehicle will help protect you and ensure a safe work environment.

In response to the COVID-19 Pandemic, the following vehicle usage/cleaning procedures are in effect until further notice. This procedure augments, and is not to replace or modify any and all employee work practices or rules governing employee conduct in Vermont State Parks and while in public as issued and amended by the Governor's Executive Order 01-20

PRACTICES FOR SAFER OPERATION IN RESPONSE TO COVID-19

- Unless absolutely required for the purpose of performing the work task, Vehicles shall only be occupied by one person at a time.
 - Work tasks do not include passenger shuttling, except in the case of an approved reasonable workplace accommodation.
- If required by the work task, up to two people can occupy the same cab or passenger compartment.
 - Both occupants will maintain face covering
 - EXCEPTION - Both occupants are in the same family unit (IE live together when off work)
 - EXCEPTION – The driver may unmask only if necessary, for safe operation of the vehicle
 - If either occupant changes or same occupants change operating places in the vehicle, vehicle shall be disinfected as if end of day or shift.
- Vehicles shall be assigned to one staff member per day/shift. (when possible)
- Do not share personal equipment without disinfecting between use.
 - Radios, phones etc.
- Exit vehicle when interacting with individuals outside the vehicle to achieve social distancing and to preserve the interior of the vehicle as a personal space.

Additional Protective Measures related to Park Staff Interactions in the Community:

- Minimize number and duration of trips to areas where interpersonal interaction will occur (stores etc.)
 - Plan ahead, call ahead, get it delivered or go without
- Wash/sanitize hands immediately after interpersonal interaction occurs.
- Respect vendor/supplier efforts to self-distance
 - Minimize time in the store
 - Stand back from service counters

- Order ahead
- Allow unassisted delivery
- Employ the drop-pickup method of item transfer.
 - Allow vendor or co-worker space to set item down and gain personal space before advancing to retrieve item.

Text that appears in **RED** is specific by region and may differ. Equipment and cleaners along with their specific risks are summarized in table format at the end of the document. This table does not take the place of the product label and Safety Data Sheet as they are subject to change by the manufacturer.

Employees must read, familiarize themselves and comply with product labels and Safety Data Sheets.

CLEANING AND DISINFECTING VEHICLES

STANDARD: (From approved State Park Standards)

Vehicle is clean inside and out. Assigned equipment present and neatly stored.

SKILL LEVEL:

Any State park employee properly trained on these techniques can perform this task

FREQUENCY: (SPECIAL COVID-19 RESPONSE)

Vehicles exteriors will be **washed weekly**.

Vehicle interior and exterior touch points will be **cleaned and disinfected daily** and **disinfected before every different driver, or change in second vehicle occupant**.

DEFINITIONS:

To understand the reason for each of the tasks below it is important to appreciate the difference between CLEANING AND DISINFECTING, and the concept of DWELL TIME.

CLEANING: the process of removing dirt and other materials which harbor germs from a surface.

DISINFECTING: the process of killing these germs. Disinfection cannot happen without enough time for the products to do their job (dwell time).

DWELL TIME (also referred to as **CONTACT TIME**): the amount of time the disinfecting agent must be in contact with the surface, **and remain wet**, in order to achieve the product's advertised kill rate.

Without proper cleaning, surface disinfection will not perform up to maximum efficacy. It is critical that staff understand the difference and the importance of each process to ensure a clean, safe vehicle.

SAFETY

- Product label – Each of the cleaners selected and provided for use in Vermont State Parks performs a specific function and must always be used in accordance with the product label. Staff must read and follow product instructions.
- Personal Protective Equipment (PPE) – Is identified and provided to protect the user. Cleaning shall be conducted only with proper PPE provided and used correctly.

- Safety Data Sheets (SDS) must be reviewed as often as needed for staff to maintain an understanding of the products, their properties, handling and storage measures and relevant first aid and safety requirements associated with each product.

CLEANING PROCEDURES

STAGING AND SAFETY

- Gather required cleaning and disinfecting supplies.
- Put on Proper PPE
- Make sure vehicle is turned off and parked away from visitor areas

CLEANING AND DISINFECTING

Exterior

- Wet vehicle with hose/water.
- Wash exterior with supplied vehicle soap and sponge.
- Rinse thoroughly.
- Disinfect exterior door and tailgate handles.

Interior

- Dirt and stains can be removed with soap and water, or the supplied vehicle interior cleaning supplies provided to your park.
- Limit the amount of soap used on cloth interiors. Avoid water near any electronics and video screens.
- Clean commonly touched surfaces that are heavily soiled or dirty, before and after operation and BEFORE disinfecting.
- Remove dirt with a moistened cleaning cloth from all soiled surfaces, focusing on commonly touched areas
- Allow surfaces to dry, then apply disinfectant to all cleaned and commonly touched surfaces. Remember to apply disinfectant to exterior door and tailgate handles.
- Use approved disinfecting wipes or disinfectant SOLUTION. Follow all instructions for application.
- All disinfectant to remain on surfaces for required dwell time

PRODUCT/EQUIPMENT USED –

Bucket, water, soap or spray vehicle interior cleaner (ArmorAll or equivalent)
Sponge or paper towels,
Reusable gloves with extended cuff or disposable gloves with long sleeve shirt
Disinfecting wipes, alcohol wipes or ES364 disinfectant

SPOT DISINFECTION AT CHANGE OF OCCUPANT OR OPERATOR

- Vehicle interior surfaces shall be wiped down with approved disinfectant and left undisturbed for the required dwell time.
- All commonly touched surfaces used to access and control the vehicle should be disinfected. These surfaces will include, but are not limited to:
 - Door Handles
 - Interior door handles and surrounding surfaces
 - Instrument panel, gear shift, control knobs and devices

- Steering wheel and center console
- Exterior handles (Door, Tailgate)
- Any other device used during your shift (radio, chargers, first aid kit, etc)

PRODUCT/EQUIPMENT USED –

Reusable gloves with extended cuff or disposable gloves with long sleeve shirt

Disinfecting wipes, alcohol wipes or ES364 disinfectant

CLEAN-UP AND MAINTENANCE

- All equipment and tools must be cleaned in accordance with hand tool cleaning procedures
- Refill spray bottles. Make sure all are properly labeled.
- Properly remove and dispose of or store PPE.
- All staff must immediately wash their hands immediately after removing gloves.
- Record vehicle exterior cleaning date on the weekly vehicle inspection form.

(Table, next page)

PARK VEHICLES (TRUCKS, CARS, UTV, GOLF CARTS) CLEANING EQUIPMENT AND MATERIALS QUICK
REFERENCE TABLE

PRODUCT	POTENTIAL HAZARD	PPE	PROPER USE
Bucket	Slip hazard-wet	None	Bucket is placed on firm, level surface
Sponge	Splash-eyes	None	Don't squeeze sponge near face
Hose	Trip hazard	None	Hose is unfurled in an area clear of other staff
Automotive exterior soap	Splash -eyes	None	Add soap to bucket of water, agitate gently.
Disinfectant	Contact to skin Splash	Reusable gloves with extended cuff or disposable gloves with long sleeve shirt Safety glasses (ANSI Z78.1)	Use according to manufacturer guidance