

THE ANTRIM PROMISE PARKS & CAMPGROUNDS RECOVERY PACKET

The Antrim Promise was created out of a partnership of the Antrim County Emergency Operation Center (EOC) and the Antrim Economic Development Corporation (EDC) as a subcommittee to address governmental, business, and community recovery of the county.

The Antrim Promise is a plan intended to guide county and local governments, businesses, and residents through pandemic recovery. It includes analysis, recommendations, and templates for use in our recovery. The plan has no direct authority, nor can it regulate government or employer policies. The recommendations are only for guidance; it is an expression of Antrim County's Promise to its residents to lead our county and its people through pandemic recovery into a safer, stronger future.

Included in this packet:

- 1. Recommendations for Parks & Campgrounds**
- 2. Signs for Parks & Campgrounds**
- 3. Additional Resources**



RECOMMENDATIONS FOR PARKS & CAMPGROUNDS

Parks remain open to the public providing outdoor recreational space during the stay-at-home order while campgrounds and RV parks are closed for recreational camping. Executive Order 2020-77 states that individuals recreational camping for those with a primary residence and traveling for non-COVID-19 related purposes cannot camp under the order. The FAQ page of E.O. 2020-77 states:

However, in some limited cases, workers at campgrounds may be critical infrastructure workers to the extent they ‘provide temporary or permanent housing for . . . shelter . . . for otherwise needy individuals.’ For purposes of the order, the term ‘otherwise needy individuals’ includes anyone residing in a campground at the time the order was issued or anyone seeking shelter during the current pandemic.¹

That being said, recreational camping will not be permitted until there are no more E.O.s stating that the stay-in-place order is required.

These recommendations set forth by the Antrim Promise address public space issues, cleaning and disinfecting practices for public bathrooms, and more. These guidelines are not binding, but are a place to start when considering procedures that address the COVID-19 public health crisis in a park setting.

Disclaimer: This document is not legal, nor should it be considered legal advice. Please keep up to date with local Health Department and State Executive Orders to know the most recent guidelines and policies that you will need to comply with.



¹ Mocigan.gov, “Executive Order 2020-77 FAQs,” (https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528528-.00.html, Accessed May 14, 2020).

GUEST COMMUNICATION

1. **Make sure to communicate with guest by all means possible: including email, social media, website updates, Google Business updates, phone calls, and on-site signage.** The more ways you communicate to guest pre-arrival to let them know rules and procedures, the better. Utilize social media for fast-changing updates, email larger, longer lasting changes, and website to post frequently asked questions and updated procedures
2. **Utilize any and all digital communication means to inform guests about:**
 - New and updated check-in procedures
 - Social distancing rules
 - What amenities are available when
 - Park and local area restrictions
 - Cleaning and disinfecting procedures, updated as needed.

GROUND, BUILDINGS, AND MAINTENANCE

Common areas of the camp ground that are used by multiple visitors a day need extra cleaning and disinfecting efforts, as well as signs and staff to promote proper social distancing. Once policies and procedures are decided, inform your visitors as soon as possible by posting rules on your website, posting on social media, emailing, and so forth. It is important that visitors are aware of expectations while they are at the park or campground.

The following are recommendations for grounds, buildings, and maintenance around the park:

1. **Determine what needs to be cleaned and disinfected and how frequently it needs to be done.** Make a schedule and make sure that employees know what is expected when cleaning. Give employees proper personal protective equipment (PPE) and ensure that they know how to use it and how to take it off safely.
2. **Parks and campgrounds should limit interactions as much as possible between visitors and encourage social distancing.** Post signs that notify visitors of social distancing practices. Limit number of people in certain areas at a time, such as pavilions or other facilities. Consider removing public seating areas around the park that are not affiliated with specific camp spots.

CLEANING PRACTICES FOR GROUND, BUILDINGS, AND MAINTENANCE

On top of surfaces and items that are regularly cleaned and disinfected, make sure to clean additional things such as:

BUILDINGS

- Doors and doorknobs/handles
- Locks
- Windows and latches
- Thermostats
- Keys
- Light switches
- Vending machines
- Furniture

OUTDOOR KITCHENS

- Benches and all seating
- Sink and faucet handles
- Stove knobs/handles
- Spray hose including faucet handles
- Countertops
- Food prep areas
- Garbage can and lid

DUMP STATIONS

- Water hose and hose spout
- Water valve
- Garbage can lid and handles

BATH HOUSES AND RESTROOMS

1. If your campground has all self-contained RVs, it is recommended you consider keeping all communal bath houses closed during the COVID-19 pandemic. This is the best way to maintain social distancing and not stretch staff to perform more frequent and enhanced cleaning/disinfecting procedures.

2. **If you have guests with RVs that are not self-contained or you are a park with public restrooms, it is important to limit how many bathrooms and/or bath houses are open.** Base how many restrooms are open on campground/park capacity and employees' ability to maintain proper cleaning schedules.
3. **Check all cleaning and sanitizing products to make sure they are EPA approved for disinfecting against coronavirus.** Always make sure to follow manufacturer instructions on how to use the product and see what PPE is recommended when cleaning with products.
4. **Decide what all needs to be cleaned and disinfected in the restroom or bath house.** In addition to standard surfaces and objects that are always cleaned and disinfected (sinks, countertops, showers, toilets, etc.), make sure to clean other frequently touched things like flush toilet and urinal handles, sink faucets, shower handles, baby changing stations, lids of personal hygiene receptacles in each stall, and doorknobs/handles on entrance/exit doors, showers, and restroom stalls. Perform regular routine cleaning and disinfecting such as mopping as well.
5. **Create a cleaning log and cleaning schedule that is posted on the restroom or bath house door.** It should include information on which employee cleaned it (can use initials) and how often it was cleaned. The schedule will inform visitors when the bathrooms are being cleaned and sanitized. It is currently recommended by the CDC to clean bath houses and restrooms hourly. To ensure proper cleaning, an 8/8/8 shift schedule is recommended.
6. **Maintain social distancing in restrooms and bath houses by closing off some sinks, stalls, and showers as well as only allow one person in a facility at a time.** Limit the number of people inside the bath house or restroom based on the size of the facility. If possible, limit use to one person at a time. Close off every other sink, toilet, shower, etc. This will also help with targeting cleaning as frequency of cleaning/disinfecting increases during the COVID19 health crisis.
7. **Train all employees on proper procedures to clean, disinfect, and log their cleaning times.** Make sure they have proper PPE to clean and they know how to use it and take it off safely. Once PPE is removed, require staff to wash hands for at least twenty seconds.
8. **Place disinfecting wipes in family-style rest rooms so visitors can wipe down the area themselves.** It is still recommended that staff regularly cleans the restroom, but this gives the visitors a sense of feeling safe when going into a public restroom.

CHECK-IN AND STORE

1. **Reduce or eliminate close contact with visitors at check-in.** It is highly recommended to use virtual check-ins or remote check-ins whenever possible. Organize virtual check-ins with your reservation company or create a system for contactless reservations on your own. Email guests any relevant updates and receipts. Escort all guests to their campsite upon arrival and do not have staff exit their vehicles.
2. **Post signs at the park entrance to communicate with guests what they need to do when pulling into the park.**
3. **Limit the interaction with and number of individuals allowed in a store or registration area.** Post signs stating how many individuals are allowed in an area. Designate spots where people need to wait in line that allow for 6 feet of social distancing (i.e., using tape to create “stand here” boxes). Encourage card payment only or touchless payment options, and eliminate signing credit card receipts under \$250.
4. **Increase frequency of cleaning and disinfecting at the registration area and/or store.** Wipe down all surfaces and objects after each time that they are touched with EPA approved products, including but not limited to doorknobs at entrances/exits, trash and cigarette receptacles, chairs, tables, countertops, kiosks, coffee bar, door knobs, pens, handles, etc. Regularly clean Place hand sanitizer in key locations for guests to use, and separate hand sanitizer pumps at each employee work station.
5. **Require visitors to wear masks when indoors and in common areas.**

RV SITES AND CAMPSITES

UNDER RESTRICTIONS VIA EXECUTIVE ORDER

1. **Wait until the restrictions on recreational camping is lifted in Michigan before opening up registration to the public.** The state campgrounds are opening up June 22, but the series of executive orders that restricts recreational camping may be lifted sooner. Regardless, do not open up camping for people who have a primary residence and that are traveling for non-COVID-19 reasons (i.e., traveling for a vacation rather than coming to the camp ground because they do not have another home).
2. **If there are people who are permitted under the EO to camp at your site, take the following precautions under the next section “AFTER RESTRICTIONS VIA EXECUTIVE ORDER ARE LIFTED” as well.**

AFTER RESTRICTIONS VIA EXECUTIVE ORDER ARE LIFTED

1. **Evaluate site inventory to make sure social distancing can be achieved and maintained between sites.** Consider spacing RVs and tents accordingly to further enhance social distancing. Check with future EOs to see if there are restrictions on capacity, i.e., 25%, 50%, 75% of full capacity.
2. **Consider allowing a day or two after camper check out to allow for proper cleaning of sites.** This will give staff enough time to clean and disinfect all objects that were touched by the previous visitors before more guests arrive.
3. **On top of items that are always cleaned and disinfected, the following additional items should be sanitized after each camper use:** grills, picnic tables, table, chairs, swings, benches, Sewer caps, water spigots, pedestal cover (flip breaker cover for safety), propane station handling of tanks. It may be beneficial to close off frequently used items such as playsets, benches, public picnic tables, etc., to reduce transmission between each visitor use. Ensure that they have proper PPE as advised by the CDC, EPA, and manufacturer's instructions on the products that they use. Once PPE is removed, require staff to wash their hands for at least 20 seconds.
4. **Train all employees on proper procedures to clean, disinfect, and log their cleaning times.** Make sure they have proper PPE to clean and they know how to use it and take it off safely. Once PPE is removed, require staff to wash hands for at least twenty seconds.

OUTDOOR RECREATION SPACES

Outdoor activities are allowed under the current set of Executive Orders, however, some activities that outdoor park spaces are regularly used for such as group dining or play areas, should be closed off to prevent the spread of the virus. These measure might suit the park or campground even after the restrictions are lifted, but social distancing and enhanced cleaning are still required.

1. **Determine frequency of cleaning outdoor objects based on level of use.**
2. **Train all employees on proper procedures to clean, disinfect, and log their cleaning times.** Make sure they have proper PPE to clean and they know how to use it and take it off safely. Once PPE is removed, require staff to wash hands for at least twenty seconds.
3. **Consider having readily available hand sanitizer outdoors on a wall or pole so visitors can use if in need.** If this is not a possibility, post signs informing visitors that they are responsible for carrying their own hand sanitizer.

4. **Post signs notifying visitors of social distancing expectations.** Follow policies set by executive orders and park policy.
5. **If certain areas in the park are closed to discourage congregation, remove tables, chairs, benched, etc.** If it is not possible to remove these objects, make sure employees are enforcing policy periodically throughout the day. It is advised to keep areas closed until there are enough employees and cleaning supplies available to maintain a regular cleaning and disinfecting schedule.
6. **If common outdoor areas are open, limit the number of people who are allowed to use the area at a time.**
7. **On top of surfaces and items that are regularly cleaned and disinfected, make sure to clean additional things such as:**
 - Outdoor seating such as chairs, benches, stools, etc.
 - Tables
 - Light switches
 - Garbage cans and lids
 - Ledges and railings typically touched by visitors. Poles reachable by visitors
 - Stair railings

PLAYGROUNDS & EQUIPMENT

While the decision to close playground equipment remains up to individual parks in Antrim County and not strictly closed under a state executive order, it is strongly advised to have playgrounds closed until there is a viable and widely available vaccine against the virus. This equipment is hard to clean and disinfect between each use due to the vastness of public playscapes and the frequency of use. Post signs that the playground is closed until further notice, or a sign about health risks and precautions.

IF AMMENITY IS OPEN

1. **Lock area, if appropriate, or block off area using rope or caution tape.**
2. **Post appropriate signs.** Signs may have information regarding that the area is closed until further notice, the health and safety risks, proper social distancing measures, etc.
3. **Remove all furniture and benches to discourage people gathering.**

IF AMMENITY IS CLOSED

1. **Social distancing policies should be followed and strictly enforced.** Limit the number of children and families allowed in an area and consider sectioning off different areas. Post signs indicating that all visitors are expected to maintain proper social distance. In addition, post an employee to monitor each amenity to enforce social distancing.
2. **Limit number of tables, benches, and other furniture to aid in limiting the number of people that can gather in the area.**
3. **Ensure there are enough employees and cleaning supplies for frequent cleaning of equipment.** Employees must be trained and know how to properly clean all playground equipment.
4. **If amenities are open, all equipment needs to be frequently cleaned and disinfected, including:** swing sets (seats, chains, poles), monkey bars, inside and out of fun tubes, climbing rocks or other climbing elements, seesaws, merry-go-rounds, slides (top, bottom, and railings).

CREATING A COVID-19 PARK POLICY

Park policy regarding COVID-19 should reflect the needs of each individual park. The most important focus of the policy should be maintaining the health and safety of employees and visitors. Policy needs to include most recent guidelines from the Health Department and State Executive Orders, which update periodically. The following are policies your park will want to consider:

- Do not allow employees or visitors to congregate in groups greater than 10 people or be less than 6 feet from another individual.
- Employees and visitors must wear a face mask at all times when outside, in park facilities, or in public spaces.
- Encourage healthy and hygienic practices such as covering coughs or sneezes and frequently washing hands.
- Limit all individuals on a single site to members of the immediate household or living unit.
- Comply with all par regulations and rules posted/or presented upon arrival.
- Comply with all governmental rules and laws whether state, county, or local unit that intend to protect the health and safety of individuals and reduce the spread of COVID-19.

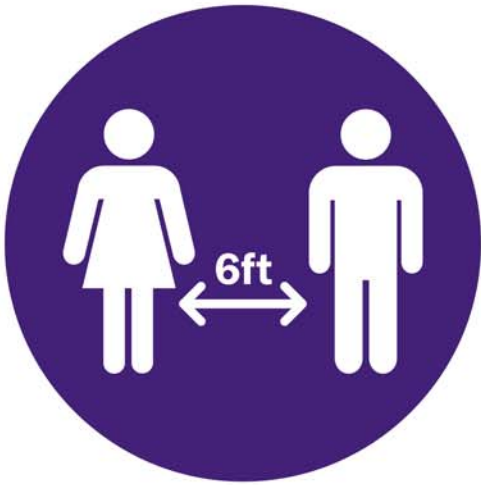
Make sure to clearly communicate rules and policies with all visitors upon arrival to the park. Provide copies to visitors, including potential consequences if any policies are not followed. Post rules and policies clearly throughout the park.

CLEANING SCHEDULE AND LOG EXAMPLE

| Restroom Cleaning Schedule | |
|-----------------------------------|--------------------------|
| DATE: | |
| TIME | EMPLOYEE INITIALS |
| 12:00 a.m. | |
| 1:00 a.m. | |
| 2:00 a.m. | |
| 3:00 a.m. | |
| 4:00 a.m. | |
| 5:00 a.m. | |
| 6:00 a.m. | |
| 7:00 a.m. | |
| 8:00 a.m. | |
| 9:00 a.m. | |
| 10:00 a.m. | |
| 11:00 a.m. | |
| 12:00 p.m. | |
| 1:00 p.m. | |
| 2:00 p.m. | |
| 3:00 p.m. | |
| 4:00 p.m. | |
| 5:00 p.m. | |
| 6:00 p.m. | |
| 7:00 p.m. | |
| 8:00 p.m. | |
| 9:00 p.m. | |
| 10:00 p.m. | |
| 11:00 p.m. | |
| 11:00 p.m. | |

PARK GUIDELINES

SHARE THE TRAIL



**Observe Social
Distancing**



**Wash or Sanitize
Hands Regularly**



**Warn Others
of Presence**



**Stay Home
With Symptoms**



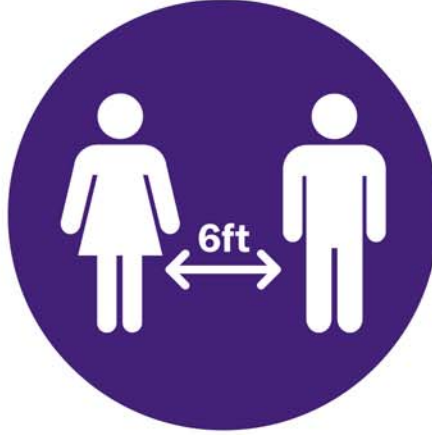
for more information
www.antrimcounty.org/promise.asp

PARK GUIDELINES

SHARE THE TRAIL



**Wash or Sanitize
Hands Regularly**



**Observe Social
Distancing**



**Be Prepared For
Limited Restrooms**



**Warn Others
of Presence**



**Avoid Busy Or
Crowded Areas**



**Stay Home
With Symptoms**



for more information
www.antrimcounty.org/promise.asp



**KEEP
CALM
AND
WASH
YOUR HANDS**



for more information
www.antrimcounty.org/promise.asp

PREVENTION



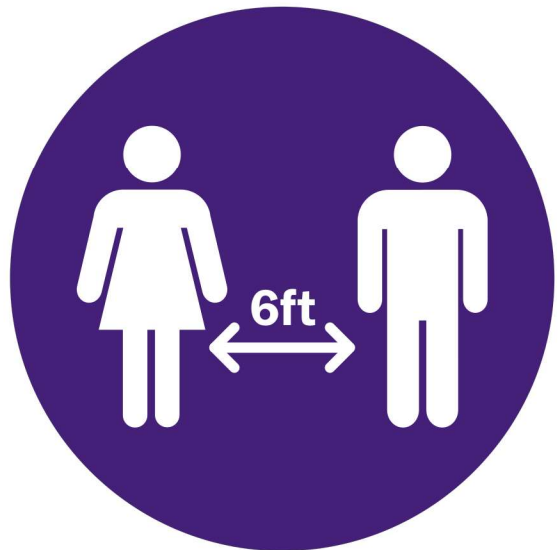
Wear a Mask



Wash Your Hands



Limit Touching



Social Distance



for more information
www.antrimcounty.org/promise.asp

DO NOT ENTER IF



**You Are Or Were
Recently Sick**



**You Have A Fever
100.4°F or Higher**



**You Have A Cough Or
Shortness of Breath**



for more information
www.antrimcounty.org/promise.asp

DO NOT ENTER IF



You Are Or Were Recently Sick

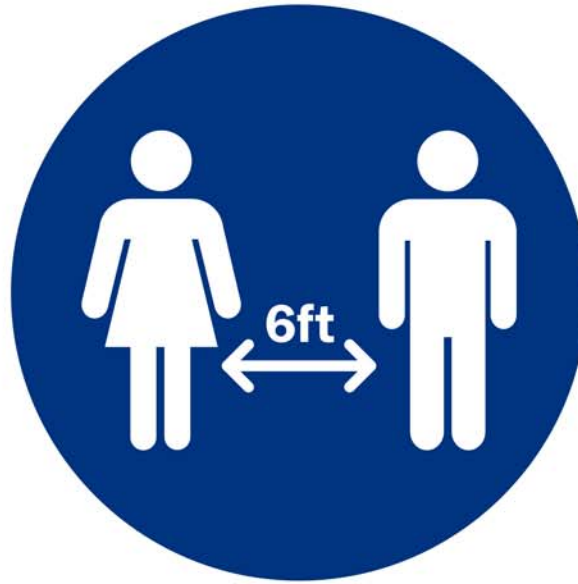


for more information
www.antrimcounty.org/promise.asp

BEFORE ENTERING



**Masks Are
Required**



**Observe Social
Distancing**



**Please Limit
Touching**

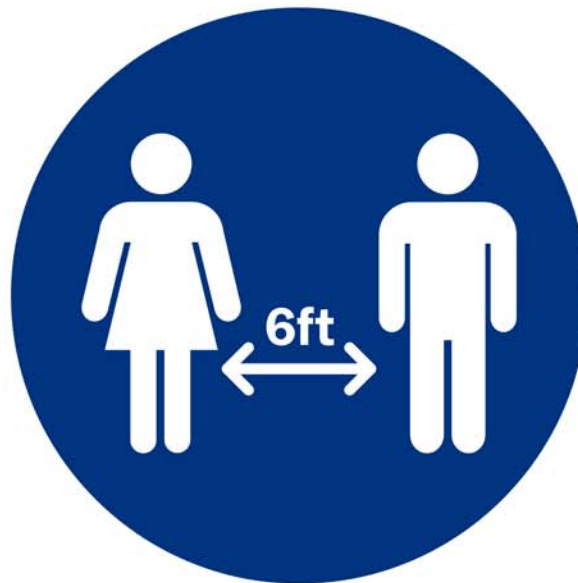


for more information
www.antrimcounty.org/promise.asp

BEFORE ENTERING



**Please Wear
A Mask**



**Observe Social
Distancing**

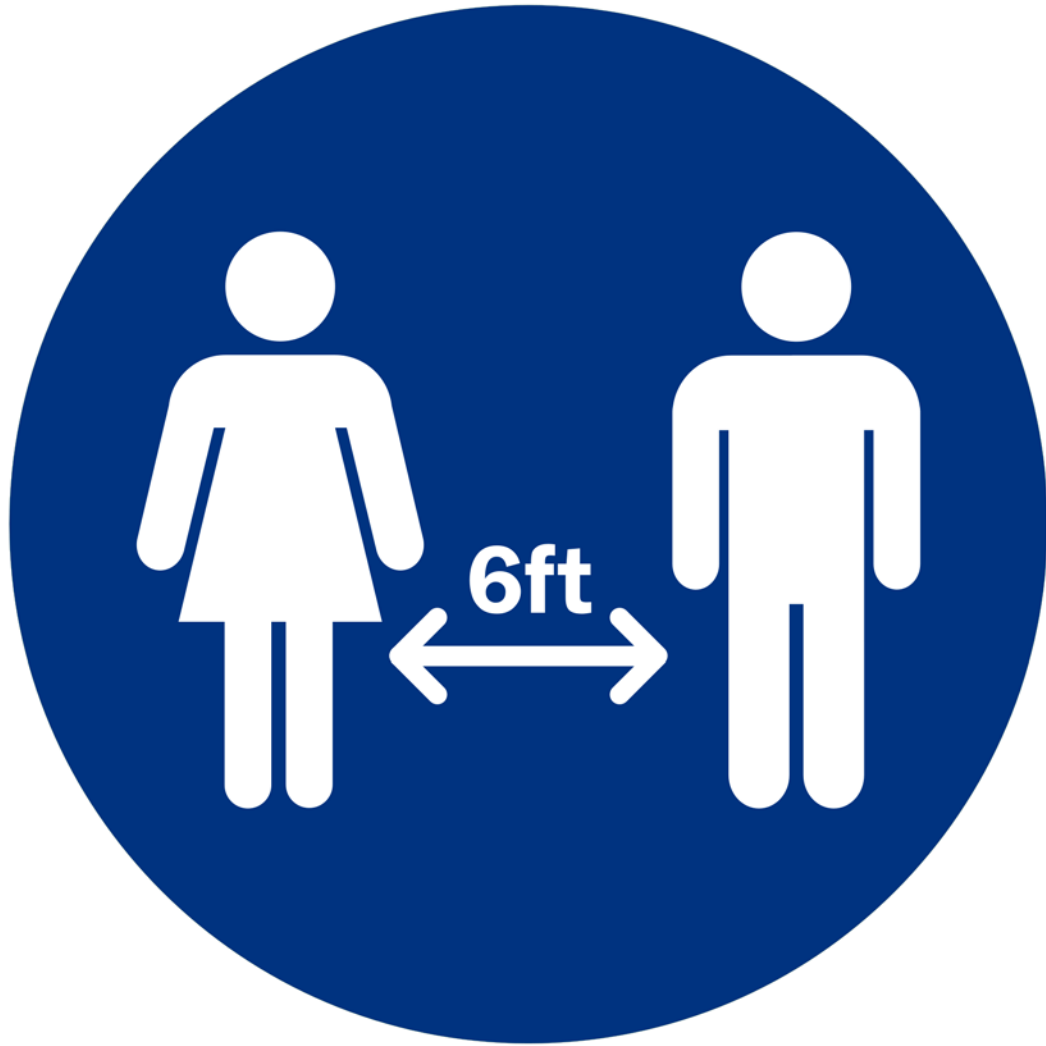


**Please Limit
Touching**



for more information
www.antrimcounty.org/promise.asp

REMEMBER



Observe Social Distancing



for more information
www.antrimcounty.org/promise.asp

REMEMBER



Please Limit Touching



for more information
www.antrimcounty.org/promise.asp

ATTENTION

SHARED EQUIPMENT/AREA



**Wipe Down Before
And After Use**



for more information
www.antrimcounty.org/promise.asp

ADDITIONAL RESOURCES

Antrim Promise Resources:

<http://www.antrimcounty.org/promise.asp>.

CDC + EPA Guidance for Cleaning and Disinfecting Public Spaces, Work Places, Businesses, Schools, and Homes:

https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf

Health Department of Northwest Michigan:

<http://www.nwhealth.org/>

National Association of RV Parks & Campgrounds – “Re-Opening RV Parks and Campgrounds: A Guide for Outdoor Hospitality Industry.”

<https://app.box.com/s/n2lrmv1q36rybpbb426r224r31hac6vq/file/661800994780>

Occupational Safety and Health Administration - “Guidance on Preparing Workplaces for COVID-19.”

<https://www.osha.gov/Publications/OSHA3990.pdf>