



Steamboat Adaptive Recreational Sports

Mitigation Protocol – Winter 2020/21

OFFICE and BASECAMP MITIGATION PROTOCOL:

Signage: posted at each entrance to the facility informing all employees, participants, volunteers, vendors, etc.

- Cover your nose and mouth with a non-medical, cloth face covering
- Avoid entering STARS facility if you have a cough or fever
- Maintain a minimum of six-feet distance from each other
- Sneeze and cough into a cloth, tissue, or if not available, into one's elbow
- Do not shake hands or engage in any unnecessary physical contact

Employee Health

- Any employee that cannot work with six-feet distance from co-workers should work from home
- Do not come to work if sick (including any of the following: headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, earaches, body aches, diarrhea, fatigue, vomiting and abdominal pain.)
- Employees screened daily for COVID-19 symptoms via self-attestation
- Employee signed record that symptom attestation was completed
- Any employee that exhibits COVID-19 symptoms must be sent home
- Individual workstations and work areas are separated by at least six feet
- Bathrooms, common areas, high-touch surfaces are being disinfected frequently
- Disinfectant and related cleaning supplies are available to all employees in the black upright cabinet in the Basecamp office and in the Director of Operations office at the Administrative Offices.
- Hand sanitizer is available to all employees at check-in table, in the Basecamp office, and at the Administrative Offices.
- Copies of this protocol is distributed to all STARS employees

Positive Test / Exposure

STARS will follow guidelines provided by the CDC cleaning and Public Health guidance if and when a participant, volunteer, staff member, etc.. is identified with COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building->

facility.html)

- 1) In the event that a STARS participant, staff member, instructor or volunteer has a confirmed case of COVID-19, or has had close, sustained contact with an individual known to have COVID-19 (defined as closer than 6' for more than 15 minutes), STARS will notify the Routt County Health Department of positive test and be advised.
- 2) The STARS response will follow the most current and specific guidance of our local public health agency on next steps.
- 3) All STARS staff, instructors, volunteers and participants with potential exposure will be notified.
- 4) All STARS staff, instructors, and volunteers within close contact of the individual will be sent for COVID testing and will not return to work before results are provided.
- 5) STARS staff, instructors, or volunteers who have had a positive test or have had close sustained contact may only return to work after completing a 14-day quarantine from the last date of exposure or the positive test date.

PROGRAM MITIGATION PROTOCOL:

Prior to winter program start

- Ensure inventory of adequate personal protective equipment for all staff, volunteers, and participants.
- Ensure inventory of sufficient disinfectant and sanitizing supplies. Supplies will be available in the STARS office, participant check-in locations, and vehicles.
- STARS staff and volunteers informed on current executive and public health orders in Colorado and Routt county.
- Clean and sanitize Basecamp and Administrative offices and equipment daily.

Lessons

- All staff, volunteers, and participants WILL wear a face covering.
- Volunteers and participants will not be allowed in the Basecamp office, due to Covid-19 limitations. The one exception is participants needing to be fitted for adaptive equipment, i.e. bi-ski and mono-skis.
- Participants will be screened outside. If symptoms are evidenced the participant will be sent home.
- There will be no storage of personal belongings or ski/snowboard equipment in the Basecamp office.
- Participants will meet their instructor outside.
- Stagger drop-off and pickup times to avoid large groups and allow for screening
- **Screening:**
 - Screen all staff daily (recorded self-symptom attestation)
 - Screen all participants upon arrival (record participant name, and phone number. Perform symptom attestation).

- Staff, volunteers, or participants exhibiting signs of illness to be sent home with recommendation to get tested immediately and adhere to Routt County requirements for self-isolation and exclusion
- Ensure a minimum of 6 feet of separation between staff and participants when not directly performing service.
- Employ strict hygiene guidelines and frequent sanitization procedures for all contact surfaces, equipment, vehicles, and tools.

STARS staff and volunteers

- Screen staff and volunteers daily to ensure they are symptom-free before being cleared for work (self-symptom attestation).
- Send home staff or volunteers who present any symptoms consistent with COVID-19 or other communicable illnesses and recommend testing and isolation.
- Staff and volunteers must wash hands upon arrival, before eating, and at regular intervals throughout the day.
- All staff and volunteers to wear appropriate PPE (masks, face coverings, gloves) throughout the lesson.
- Staff and volunteers, to the extent possible, should remain with the same group of participants.
- Maintain social distancing of at least 6 feet whenever possible and wear face coverings, including during recreation.
- Do not shake hands or engage in any unnecessary physical contact whenever possible.

STARS Participants

- Screen participants to ensure they are symptom-free before they are deemed able to attend (symptom attestation).
- Send home participants with any symptoms consistent with COVID-19 or other communicable illnesses with a recommendation to get tested immediately and appropriate isolation and exclusion.
- Require handwashing upon arrival, before eating, and at regular intervals throughout the day.
- Disinfecting wipes/hand sanitizer available at all activity locations.
- Educate participants about COVID-19 and related protocols, and address fears and questions.
- Do not shake hands or engage in any unnecessary physical contact whenever possible.
- Participants will maintain physical distancing of at least 6 feet whenever possible.
- All, participants, caregivers and family members are required to wear face coverings indoors, on chairlifts, gondolas, at the base area, bathrooms, lift lines etc... In an abundance of caution, we recommend skiers and riders wear face

coverings while actively skiing and riding.

STARS Vehicles

- Disinfectant and related cleaning supplies are available in both STARS vehicles.
- Hand sanitizer is used by each employee and participant prior to entering the vehicle.
- The number of passengers has been reduced by 50% of vehicle's occupancy and passengers sit in locations to maximize the distance between one another.
- All passengers (staff and participants) WILL wear mask or face coverings.
- Windows will remain open, or air conditioning/heat run on high, to increase ventilation.
- Vehicles will be disinfected in all high-contact surfaces at completion of each day.

Current Capacity

Great Room	50
Conference Room	6
Lodging Rooms	1 individual guest per room, unless they require a caregiver or have family that is staying with them
Administrative Offices	50% capacity We will allow 3 participants in the lobby for short periods of time when assistance is needed.
Base Camp	7

STARS is following guidelines as provided by the Vacation Rental Management Association's [SafeHome Guidelines](#), to ensure your safety at our facility.

Following the Manufacturer's Instructions. In all instances, it is important that cleaning procedures follow the manufacturer's instructions. This will increase the likelihood of a thorough cleaning while not damaging the equipment or voiding a warranty.

Disposal. Place gloves and other disposable items used for cleaning and disinfecting in a garbage can that can be tied before disposing of them with other waste.

Frequency. The frequency of cleaning high-touch areas should be determined based on

the surface or object and how it is used, applying guidance from local health authorities.

Appropriate PPE when Cleaning

- When cleaning public and communal spaces, staff should wear disposable gloves and a face covering. Eye protection is optional but will be provided if requested.
- Gloves will be worn at all times during all cleaning.
- Gloves will be changed between spaces. Be sure to clean hands after removing gloves. For example, after cleaning a lodging room, gloves will be removed, hands washed, and gloves put on to clean the next space.
- Gloves should be removed properly to avoid contamination of the wearer and the surrounding area.

Housekeeping guidelines

- All linens will be removed from the space following the departure of a guest.
- Linens will not be shaken so as to not disperse viral particulates into the air
- The amount of linens provided will be reduced based on how many people are occupying the room to avoid cleaning linens unnecessarily
- To maximize ventilation and air out the room, our housekeeping staff will turn on PTEC units while cleaning.
- We're washing and drying all towels and sheets at high temperatures, and employees put on fresh gloves prior to remaking the beds and laying out clean towels.
- Once the room is cleaned, all hard surfaces are sprayed with a disinfectant. We will pay close attention to high touch surfaces.
- Housekeeper should remove gloves after removing the dirty linen and secure them in bag. Hand sanitizer should be applied, and fresh gloves put on before putting clean linen on the bed.
- Linens and bedding will be professionally laundered, at the correct temperatures and with the correct chemical chemistry for proper cleaning and sanitization.
- Extra blankets, sheets, towels, will not be available in rooms. All guests will request items as needed.

Cleaning Procedures

- To maximize ventilation, our housekeeping staff will turn on PTEC units while cleaning.
- Interior of the room is cleared of any items left behind by previous guests, and all surfaces are wiped clean.
- Hard-surface floors are swept clear of debris and mopped. Carpets and area rugs are vacuumed.
- Sheets are freshly laundered and placed on beds.

- Towels are freshly laundered and placed in bathrooms and kitchens.
- In the Laundry/Ice Room, refrigerator, microwave, and coffee maker are cleaned.
- Showers, bathtubs, and toilets are thoroughly cleaned.
- All trash cans are emptied and provided with a fresh liner.
- Exterior grounds are cleared, and outdoor chairs and tables are wiped down.

Communal Spaces

Clean and disinfect communal spaces between users. Wipes to disinfect spaces will be available for individuals staying at the Ranch. **Sanitizing Communal Spaces**

Surfaces and objects that are touched frequently, such as the ones listed below, will be regularly disinfected using products approved by the applicable health authority.

Cleaning Schedule

Personal Workspace (1x per day)

To be completed by each individual at their own workspace

- Telephones, computers, keypads, mouse
- Desk
- Chairs

Public Areas/Frequently Touched Surfaces (2x per day, minimum)

After breakfast and dinner

- Lobby, hallways, dining, and food service areas
- Door handles, handrails, push plates, including lodging rooms
- Reception desk
- Telephones and other keypads
- Tables and chairs
- Beverage stations, water fountains, vending and ice machines
- Trash receptacle touch points
- Ice/Laundry Room
- Games (Ping Pong, Karaoke, Etc..)

Kitchen (2x per day, minimum)

After breakfast and dinner

- Sink faucets
- Door and cabinet handles
- Countertops
- Trash receptacle touch points

Restrooms (2x times per day)

After breakfast and dinner

- Sink faucets and counters, and toilet handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel dispenser handles
- Trash receptacle touch points
- Individual office and other room furniture
- Door handles, push plates, doorways, railings
- Light switches and thermostats
- Cabinet handles

Administrative Offices (1x per day)

At end of business

- Kitchen sink faucets and counters
- Cabinet handles
- Trash receptacle touch points
- Individual office and other room furniture
- Door handles, push plates, doorways, railings
- Light switches and thermostats

Base Camp Office (3x per day)

10 AM, 2 PM, and 4 PM

- Cabinet handles
- Trash receptacle touch points
- Individual office and other room furniture
- Door handles, push plates, doorways, railings
- Light switches and thermostats
- Telephones, computers, other keypads, mouse

Base Camp Check-in (3x per day)

10 AM, 2 PM, and 4 PM

- Physical barriers will be present for high contact settings
- During check-in STARS will keep a record of who checked in and at what time.
- Hand sanitizer will be available

Lodging Rooms

After each departure

- Guests in room will be provided with hand sanitizer to use throughout the duration of their stay

- Guests will be placed in rooms with immediate family or required caregivers
- Rooms will be cleaned and sanitized prior to each arrival with clean linens and all surfaces cleaned, disinfected and sanitized.

Shared Items

Assign items where possible to reduce the quantity of items shared. All shared items must be cleaned between users. Once a person uses a space, they need to clean it.

Food Service

STARS will not be serving any food banquet style. Breakfast and dinner will be served by taking an order from each individual and STARS staff and/or Interns will put together each plate individually.

- Appropriate personal protective gear including food grade gloves and masks that meet a reasonable standard of protection will be provided to all food service staff
- Table setups are not placed until immediately prior to seating (i.e. silverware, napkins, cups etc...)
- Effective staff trainings will include cleaning, disinfection, hand hygiene, and respiratory etiquette. Staff will be held accountable to follow these guidelines.
- Frequent, proper and scheduled hand washing required by all staff
 - Staff will be required to wash hands prior to putting gloves on, after removing gloves, before and after restroom usage, and gloves will be changed hourly
- Surface disinfectants approved by the EPA will be used regularly
- Food contact surfaces are not to be disinfected, rather they are to be cleaned and sanitized
- Between seatings, clean and sanitize all chairs and tables and any surface a guest may have touched
- Reusable menus will be cleaned and disinfected between customer or single-use paper menus will be discarded
- 6' distancing between individuals and different tables will be required
- Guests will wear masks if not seated. They will not be required to keep masks on once seated at a dining table
- Staff will maintain 6' distancing protocols between each other and customers whenever possible
- Physical contact with customers will be minimized or completely avoided whenever possible (the same will be asked of customers)
- Signage must be posted at all public entrances to include the following information to staff and customers: masks to be worn by persons entering and leaving the facility, as well as moving about the facility (restrooms); signage shall be clearly posted prohibiting any staff and/or guests with COVID-19 symptoms from entering; signs shall include information about practicing good cough/sneeze

- etiquette, maintain 6-feet physical distance from others and no hand shaking
- If an employee tests positive for COVID 19, and has worked in the restaurant at some point in the previous 7 days, the areas where he/she had close contact will be closed for at least 24 hours before cleaning. Cleaning and disinfection must be performed before those areas are reopened. If an outbreak occurs with 2 or more employees testing positive within a 14-day window, the restaurant will be closed for 72 hours and undergo cleaning and disinfection after first a 24 hour wait.

Facility Procedures with Positive Test

STARS will follow guidelines provided by the CDC cleaning and Public Health guidance if and when a participant, volunteer, staff member, etc.. is identified with COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)

- 1) Close off areas used by the person who is sick if possible
 - a. Companies do not necessarily need to close operations, if they can close off affected areas.
- 2) Open outside doors and windows to increase air circulation in the area if possible.
- 3) Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- 4) Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- 5) Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - a. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - b. Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2external icon . Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- 6) Once area has been appropriately disinfected, it can be opened for use.

- a. Workers without close contact with the person who is sick can return to work immediately after disinfection.
- 7) If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - a. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Definitions

Cleaning is defined by the CDC as “the removal of dirt and impurities from surfaces and objects. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.”

Disinfecting is a separate step that comes after cleaning. It is thermal or chemical destruction of pathogenic and other types of microorganisms.

Disinfecting vs. Sanitization: These two activities are not the same. Sanitizing refers to reducing the number of germs to a safe level by cleaning. Disinfecting refers to killing nearly 100% of germs on surfaces or objects, according to the CDC. It is important to note that when a surface has been disinfected, if there are virus particles in the air, those particles may settle on the newly cleaned surface. This means that the surface is now in a sanitized state, not a disinfected state.

Cleaning Technique. Clean high-touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.

Disinfecting Technique. High-touch areas should be disinfected using materials effective against COVID-19.