



COVID-19
Mitigation &
Operations Plan

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Employees

Communication and Evaluation

We will inform all staff of this plan and will re-evaluate and update as needed. We will communicate any changes to all of our employees.

Employee Procedure

All employees need to practice and commit to the best practices of hygiene. In cases where employees think or know they have been exposed to COVID-19, employees should contact their doctor or other medical professional immediately for guidance and avoid work and any public places. Employees are required to report to their manager if they have been exposed or think they have been exposed to COVID-19, are experiencing symptoms, or have been diagnosed.

Employee Training

Information and training are at the heart of infectious disease planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to infectious disease, what their responsibilities are, and what protective measures they can take. All training will be documented and will include all elements of the Professional River Outfitters COVID-19 Prevention Plan:

- Roles and responsibilities of employees
- Fundamentals of the infectious disease, e.g., hazards, signs and symptoms, modes of transmission
- Hand-hygiene and workstation housekeeping practices
- Expectations around increased employee medical screening
- Suitable cleaning and disinfection chemicals, their hazards, and their safe use
- UV Sanitation
- PPE information on the types, proper use, limitations, location, storage, handling, decontamination, donning and doffing, and disposal of personal protective equipment, including gloves and face masks
- Physical isolation practices
- Coughing/sneezing etiquette
- Illness or symptoms reporting
- Procedures for isolating persons who have signs and/or symptoms of the infectious disease
- What to do in case of a possible exposure

Exposure Determination and Job Classifications

Job tasks can be divided into four exposure risk levels:

1. **Very high** exposure risk jobs are those with high potential for exposure to known or suspected sources of the infectious disease during specific medical, postmortem, or laboratory procedures
2. **High** exposure risk jobs are those with high potential for exposure to known or suspected sources of the infectious disease
3. **Medium** exposure risk jobs include those that require frequent and/or close contact with (i.e., within six feet of) people who may be infected with the infectious disease but who are not known or suspected to have the infectious disease
4. **Low** exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with the infectious disease nor frequent close contact with (i.e., within six feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers

Source: [OSHA Worker Exposure Risk to COVID-19](#)

The following table lists job classifications at our organization in which employees have risk of exposure to an infectious disease during an outbreak — very high, high, medium, or lower risk exposure. These classifications are made without regard to the use of personal protective equipment. If only some employees in a job title have occupational exposure risk, we also list the tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure risk may occur for these individuals.

Exposure risk level	Job title	Task/procedure
Medium	Operations Manager	Interaction with clients, coworkers, general public, and equipment
Medium	PRO Advisor	Interaction with clients, coworkers, general public, and equipment
Medium	Driver	Interaction with clients, coworkers, general public, and equipment
Medium	Warehouse Worker	Interaction with coworkers and equipment
Medium	Foodpacker	Interaction with food, general public, coworkers and equipment
Medium	Customer Service	Interaction with clients, coworkers and general public

Personal Protective Equipment

The Operations Manager is responsible for ensuring that all necessary protective equipment, including personal protective equipment (PPE), will be provided without cost to employees. The Operations Manager will determine when to provide and require the use of the following protective equipment: respirators, face masks, gloves, eye protection (goggles), face shields, boots, protective foot covers, protective clothing (gowns, lab coats, protective suits), caps, and so on.

The Operations Manager will choose protective equipment based on the exposure risk level of the employee, our PPE hazard assessment, and guidelines from OSHA and the Centers for Disease Control and Prevention.

Screening Employees

Every day, before work, each employee must answer the following questions. The process and completion will be documented in the Employee Screening Log:

COVID-19 Symptoms Daily Questionnaire

“Since your last day of work, have you had any of the following:”

- A new fever (100.4 or higher, or a sense of having a fever) or chills?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Loss of taste or smell?

If an employee answers yes to any of the screening questions, the screener will immediately activate the emergency protocol for COVID-19 by following these steps:

- Remove the employee from the work area and isolate the employee at least six feet away from others.
- Implement the use of masks and gloves by the employee and co-workers until a status can be determined with a medical test.
- Have the employee examined and tested by a medical professional.

If an employee tests positive:

- Isolate the employee at their residence.
- Assure adequate medical care and treatment for the employee
- Notify appropriate public health consultant and permitting agency
- Coordinate with local officials to conduct “contact tracing,” especially among other employees
- In consultation with the appropriate public health consultant, permitting agency and medical professionals, consider a quarantine of those employees who have been in close contact with the positive employee.
- If possible, arrange alternative duties that can be done in an isolated environment.
- Employees with a confirmed case of COVID-19 should follow medical guidance on staying home until non-infectious.
- The decision to allow an employee to return to work may be based on:
 - At least 3 days (72) hours since fever has gone (without the use of fever-reducing medications) AND
 - improvement in respiratory symptoms AND
 - at least 10 days have passed since symptoms first appeared.

Foodpack

Professional River Outfitters has a Food Service License issued by Coconino County Public Health Services. Foodpackers have either Food Handlers or Food Manager Certification from Coconino County Public Health Services District.

We are also requiring:

- Masks and gloves will be worn during the food pack
- Utilize grocery delivery or curbside pick-up when available
- Sanitize all food arriving in our warehouse using either a sanitation rag or UV sanitizer
- Sanitize all packaging prior to loading into cooler/food box using sanitization rag or UV sanitizer

Warehouse and Office

- Entrance will be limited to the front office door.
- Signage will be displayed as you enter, asking that if you have any COVID symptoms, to please not enter.
- Hand Sanitizer and sanitizing wipes will be available at the front counter
- Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, and remote controls) focusing especially on frequently touched surfaces daily.



Equipment

Professional River Outfitters cleans and sanitizes all equipment after it returns to the warehouse.

Boats

Boats are scrubbed with soap and water and then UV sanitized

Boxes and Coolers

Boxes and coolers are scrubbed inside and out with soap, water and sanitized with bleach

Kitchen Equipment

- Stoves are cleaned with 409 cleaner and sanitized with bleach
- Pots, Pans, and all eating utensils are washed and sanitized using the 3 basin method as required by the Coconino County Public Health Services District
- Kitchen floor tarps are power washed

Dry Bags

Dry bags are scrubbed with soap and water and sanitized with bleach after each trip

Water Containers and Filters

- Water jugs are cleaned with soap and water and sanitized with bleach
- Water filters are flushed and sanitized with bleach. Fresh filter cartridges are installed before every trip

First Aid Kits

- First aid kits are cleaned with soap and water and sanitized with bleach after every trip and restocked before each trip
- Face masks are now included in all first aid kits

Life Jackets

All life jackets are cleaned with laundry detergent and UV sanitized

Shuttle

Put-in and Take-out Shuttle

- All Drivers and passengers will sanitize hands (or wash hands when possible) and put on masks prior to getting into the vehicle.
- Staff member will organize the group and load the vehicle from back to front
- Vehicles will be unloaded from front to back
- No more than 10 people in a van (1 Driver + 9 Passengers)
- Remove a row of seats behind the driver for distancing between driver and passengers.
- Staff will inform Permit Holder and Trip Participants that they need to stay within restricted areas at the put-in and take-out areas and they need to practice physical distancing from other groups completely
- Driver must wash hands or use hand sanitizer after fueling
- Do not stop except to fuel up as necessary
- If other stops must be made, all staff and passengers must wash or sanitize hands before re-entering vehicle

Vehicles

- All vehicles will be cleaned and sanitized each time they are used to carry passengers
- Drivers will routinely clean and disinfect the surfaces before and after use - paying special attention to hard, non-porous “high-touch surfaces,” including, but not limited to:
 - Handles (inside and outside)
 - Control levers
 - Steering wheels
 - Window controls or cranks
 - Seat or lap belt/buckles
 - Radio control knobs
 - Climate control knobs
- For disinfection, we will use an EPA-registered household disinfectant and follow instructions on the label. Registered disinfectants include but are not limited to:
 - Clorox Disinfecting Wipes
 - Peak Disinfectant Wipes
 - Purell Professional Surface Disinfectant Wipes
 - Sani-Prime Germicidal Disposable Wipes
- Additional information is available through CDC’s Cleaning and Disinfecting Your Facility.

Loading Truck

- Encourage physical distancing of at least six feet while doing tasks
- Face Masks must be worn if physical distancing of at least six feet is not possible
- Wash hands upon starting work and every 30 mins, between tasks, and according to CDC guidelines
- Encourage single person tasks except when lifting or moving heavy items.

Recommendations for Permit Holders

Professional River Outfitters is recommending that two weeks prior to the trip launching, all trip participants should be diligently practicing social distancing.

While traveling to the put-in for the river trip:

- Minimize stops anywhere, and carry food with you.
- Carry hand sanitizer in your vehicle and use regularly after touching anything outside the vehicle.
- Try to eliminate public restroom stops, wash your hands with frequency.
- Be smart about how you travel.
- While doing anything in public, put your mask on.
- Your actions affect everyone else's health on the trip.

Professional River Outfitters is also recommending that all Permit Holders ask these questions of their trip participants:

1. Have you recently (within the last 14 days) experienced any of the following symptoms?
 - a. Had a new fever (100.4 or higher, or a sense of having a fever)?
 - b. Developed a new cough that you cannot attribute to another health condition?
 - c. Developed shortness of breath that you cannot attribute to another health condition?
 - d. Developed a new sore throat that you cannot attribute to another health condition?
 - e. Experienced muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
 - f. Experienced a loss of taste or smell?
2. Within the last 14 days, have you been in contact with an individual who has been ill with flu-like symptoms, respiratory complaints or fever, or who you know has tested positive for COVID-19?
3. Have you been diagnosed with COVID-19? If "yes", please enter the date you were notified that you were no longer contagious with COVID-19.
4. Within the last 30 days, have you been tested for COVID-19? If yes, when was the test and what were the results?
5. Have you been tested for COVID-19 antibodies? If yes, what were the results?

If a trip participant answers "yes" to any of questions 1-3, they should not be permitted to join the trip.

The decision to allow a formerly sick guest may be based on: A negative test, at least three days (72) hours since fever has gone (without the use of fever-reducing medications) AND improvement in respiratory symptoms AND at least 10 days have passed since symptoms first appeared.

Procedures after a Suspected/Confirmed Positive Covid-19 Case

Professional River Outfitters will contact the appropriate public health consultant, permitting agency and medical professional in case of a suspected/confirmed positive COVID-19 Case. We will coordinate with local officials to conduct “contact tracing” and any necessary actions.

If an employee tests positive

- Isolate the employee at their residence.
- Assure adequate medical care and treatment for the employee
- Notify appropriate public health consultant and permitting agency
- Coordinate with local officials to conduct “contact tracing,” especially among other employees
- In consultation with the appropriate public health consultant, permitting agency and medical professionals, consider a quarantine of those employees who have been in close contact with the positive employee.
- If possible, arrange alternative duties that can be done in an isolated environment.
- Employees with a confirmed case of COVID-19 should follow medical guidance on staying home until non-infectious.
- The decision to allow an employee to return to work may be based on:
 - At least 3 days (72) hours since fever has gone (without the use of fever-reducing medications) AND
 - improvement in respiratory symptoms AND
 - at least 10 days have passed since symptoms first appeared.

Management of Equipment which has been on a trip with a suspected/confirmed positive case

- All equipment gets rested for four days and before getting cleaned
- Employees will wear all appropriate PPE when cleaning
- Vehicles used in Transportation:
 - Open the doors and windows before cleaning and disinfection and allow as much time as possible for ventilation to flow through the vehicle. Doors and windows should remain open during the cleaning/disinfection process as well, as chemicals are in use.
 - Follow Vehicle Cleaning Procedures
- Discard cleaning material, soiled items and all trash in the appropriate and designated place

Cleaning and disinfection after suspected/confirmed positive case has been in the facility

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, and remote controls) used by the ill persons, focusing especially on frequently touched surfaces.