

COVID-19 Preparedness and Response Plan

May 6, 2020



Introduction

On January 30, the World Health Organization declared the coronavirus a “public health emergency of international concern.”

The plan we have developed is based on the guidelines and principles provided by Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). It focuses on the need for ROAM to implement engineering, administrative, and work practice controls and personal protective equipment (PPE). This will be a living document as we recognize that additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

What is COVID-19 and How to Identify

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19’s international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal.

Symptoms typically include:

- Fever
- Cough
- Shortness of breath
- Some have reported experiencing other non-respiratory symptoms
- Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person- to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Classifying Worker Exposure to SARS-CoV-2

- Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2.



ROAM Operations are considered Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings).

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) other people who may be infected with SARS-CoV-2.

Information Provided by: [GUIDANCE ON PREPARING WORKPLACES FOR COVID-19](#)

U.S. Department of Labor

Occupational Safety and Health Administration OSHA 3990-03 2020

Response Plan

OSHA recommends that Risk Mitigation Plans should consider and address the level(s) of risk associated with various worksites and job tasks workers perform at those sites.

Basic Infection Prevention Measures

Manager's will be in charge of and responsible to for the following Basic Infection Prevention Measures:

- Promote frequent and thorough hand washing. In addition, ROAM will provide alcohol-based hand rubs containing at least 60% alcohol.
 - Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection.

Manager's will be responsible for instructing and enforcing the following with staff:

- Face Masks should be properly fitted and periodically refitted to cover both Mouth and Nose.
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, or the environment.
- Face shields may also be worn on top of a respirator to prevent bulk contamination of the respirator



Areas, Facilities and Equipment

ROAM has installed Sneeze Guards at all registers locations that will create a barrier between guests and our staff with small passthrough windows for transfer of payment along with required paperwork to participate in our services. Designated spaces will be marked on floors in front of all registers to promote social distancing and limit total number of guests in potential congregation areas. Dining, Retail and Event spaces will be limited in number and spread apart to adhere to EO 20-112. Recreation 'Launch' sites will be designated with entry and exit pathways and limited number of people in area.

Cleaning and Disinfecting

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight. Cleaning and disinfecting is an important two-step process central to any effort to reduce the risk of exposure:

Cleaning- use of soap and water to remove dirt and impurities from surfaces will lower the risk of spreading infection.

Disinfecting- use of disinfectant products will kill germs on surface will further lower the risk of spreading infection. Disinfection using EPA-approved disinfectants is best.

- When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.

Indoor and Covered Areas

- Once Daily– Entry and Exit Door, Office areas, Light switches, workstations, Event areas
- 2-3 Times Daily– Retail Display Countertops, common touched retail items, steering wheels of work vehicles, tools.
- 4+ Times Daily– POS stations and Credit card terminals, Phones, iPad Waiver stations, Rental and F&B Counter Tops.

Outdoor Areas

- Once Daily– Kayak/ Canoe Rack Locks, Marina cleats and Shed doors.
- Per Use– Recreation Equipment including but not limited to Bikes, Kayaks, Canoes, SUP's, PWC and Pontoon Boats, Helmets, Paddles, PFD's, and Emergency Whistles

PPE While Cleaning

- Use disposable gloves with all cleaning and disinfecting, properly dispose gloves after each use.
- Eye protection or face shield may be required for mixing of chemicals.
- Masks are not required unless within six feet of another person for cleaning and disinfecting but may be worn.
- Employees must use PPE in compliance with OSHA guidance on preparing workplaces for COVID-19.

Staffing

ROAM will be reducing number of staff to operate minimally, reducing number of interaction area with other staff and customers.

Personal Hygiene for Employees

- Emphasize effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- Avoid touching your eyes, nose, and mouth.
- Use gloves to avoid direct bare hand contact with ready-to-eat foods.
- Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.

Employees by Area

In addition to following current safety plan and proper levels of personal hygiene, we are ensuring the below by job area:

- **Cashiers**
 - Wear Gloves, Masks and use of Hand Sanitizer
 - Instructed to minimize any contact with others to minimum only handing rental slips, receipts, F&B items and guests' rental collateral (CC and ID).

- **Recreation Attendants**
 - Wear Gloves, Masks and use of Hand Sanitizer
 - Gloves can be more durable and breathable for outside conditions, similar to gardening or mountain biking gloves as long as they are full-fingered.
 - Instructed to minimize any contact with others to minimum
 - Placing rental equipment (Bikes, Kayaks, Canoes, SUP's, PWC and Pontoon Boats) in area for guests to pick up after signing rental agreements but no direct contact.
 - Verbally assist and provide instruction if need be while maintain safe social distance.

- **Food & Beverage (F&B) Staff**
 - Wear Gloves, Masks and use of Hand Sanitizer
 - Instructed to minimize any contact with others to minimum
 - F&B delivery to tables will cease until further notice
 - Designated 'Pick Up' tables will be placed in open area and will utilize our Pager system with receipt numbers for guests to pick up when their order is ready.

Park Guests

Masks will be required to participate in any recreation rentals activities along with entering any interior spaces for retail or F&B. Although gloves will not be required, ROAM will encourage guests to wear along with placing hand sanitizer products of at least 60% alcohol in prominent areas (when product available) for guests use. In addition, Face Masks or Face shields and gloves (when product is available) will be provided for sale if guests do not have with them.

Policies and Procedures for Prompt Identification and Isolation of Sick People

It is reasonable to assume that there is the potential for persons either aware or un-aware of having COVID-19. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting staff and visitors while in our state parks. The below is guidance to help identify those persons.

- Managers will inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Managers will instruct staff to report when they are sick or experiencing symptoms of COVID-19.

- Managers will immediately isolate person(s) who have signs and/or symptoms of COVID-19 to a location away from workers, customers, and other visitors until they can be leave or be picked from the worksite.
 - If the sick person(s) does not have a facemask and/or gloves, we will provide them with one to limit further spread.

Managing Food & Beverage Operations (*Pickup and Delivery*)

As provided by the DEP, ROAM will be operated F&B as follows:

- Observe established food safety practices for time/temp control, preventing cross contamination, cleaning hands, no sick workers, and storage of food, etc.
- Have employees wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces, e.g., doorknobs, and doorbells.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Increase the frequency of cleaning and disinfecting of high-touch surfaces such as counter tops and touch pads and within the vehicle, by wiping down surfaces using a regular household cleaning spray or wipe.
- Make sure to read the label and follow manufacturer's instructions on use.
- Establish designated pick-up zones for customers to help maintain social distancing.
- Practice social distancing when delivering food, e.g., offering "no touch" deliveries and sending text alerts or calling when deliveries have arrived.
- Conduct an evaluation of your facility to identify and apply operational changes in order to maintain social distancing if offering take-out/carry-out option by maintaining a 6-foot distance from others, when possible.
- Keep hot foods hot and cold foods cold by storing in appropriate transport vessels.
- Keep cold foods cold by keeping enough coolant materials, e.g., gel packs.
- Keep hot foods hot by ensuring insulated cases are properly functioning.
- Keep foods separated to avoid cross contamination, e.g., keeping raw foods separated from cooked and ready-to-eat foods.
- Ensure that any wrapping and packaging used for food transport is done so that contamination of the food is prevented.
- Routinely clean and sanitize coolers and insulated bags used to deliver foods.

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