

COVID-19 SUMMER CAMP OPERATION PLAN
Written Plan For Safe Operations
Best Hoops Premier Basketball Camp LLC.

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Best Hoops Premier Basketball Camp is a Summer Basketball Camp for Children Ages 7-18 that operates with around 78 Campers per week for 3 weeks during the Summer.

The Dates of the Camp this Summer are:

July 13th-July 18th,
July 20-July 25th,
July 27th-Aug.1st.

1. **There will be two Sessions per day, with 39 campers per session each day placed in 3 stable groups per session. Each individual session will last 2.5 hours in length. Ages (TBD) from (8:30-11:30am), Ages (TBD) 1-3:30pm.**
2. **Each session of 39 campers will be broken up into stable groups of 13 with 2 adult counselors to service those campers in stable groups. For a total of 15 in each stable group.**
3. **Each stable group will have its own large space either outdoors (weather appropriate) or within two large indoor gymnasiums. The camp is held at Bishop Hendricken HS in Warwick RI. There are 2 large indoor gymnasiums and considerable outdoor court space where each stable group will have their own stable space to work in. Outdoor space will be utilized weather conditions permitting.**

The Operational Plan for Best Hoops Premier Basketball LLC includes:

A COVID-19 Emergency Plan and Schedule that will be posted on the Camp's website as well as in clear view on-site of the Camp.

The Plan will be in accordance with the Governors Guidelines and the CDC guidelines for Safe and Healthy Environment and procedures.

Social distancing, stable groups and proper cleaning/disinfecting will be strictly adhered to in all phases of the Camp.

Each camper and family that registers for camp will be required to fill out a waiver release form and will also be sent an email detailing all precautions, procedures and guidelines for camp.

All Campers to Pre-Pay/Register before the Start of Camp, there will be no walk-up registrations.

BEST HOOPS— — Drop Off and Pick Up Procedure

A. Drop Off Procedure that will strictly adhere to CDC and DHS social distancing guidelines:

- * Each session, each family will drop off their child at a designated location near the Back Entrance of the School. There will be 6 foot Social Distancing ground/ floor markings to guide campers/families.
- * Cloth Masks will be worn by Administration, Counselor Staff and Campers.
- * Sanitizer station will be available to campers at drop off station.
- * Screening: At Drop off Self Attestation Questionnaire and Temperatures are taken before entering and reporting to their stable group. Each day and each session Campers' and Counselors' Temperature will be taken by a No Touch Thermal Thermometer by Camp Administrator, nurse, athletic trainer, or physical therapist.
- * Health checks will be documented and provided to DHS upon request.
- * Camper's name, address, phone number and each parent's/caregiver's name, address and phone number will be kept on file and provided to DHS upon request.
- * Any Administrator, coach, or camper who's temperature is above 100.3 or does not meet health requirements will not be allowed to enter the camp.
- * Any child or staff member who needs to be sent home due to symptoms, fever or illness may not return until he or she or parent provides competent evidence to the camp demonstrating that:
 - After being sent home he or she was tested negative for Covid-19
 - After being sent home he or she was tested positive for Covid-19 but he/she has since met RIDOH guidelines for ending isolation,
 - They can provide a doctor's note stating he or she is not contagious.
- * Sanitizer and wipes will be available at Drop Off and at stations throughout the camp.
- * Each camper and coach will be required to hand wash/ sanitize upon entering and at multiple times throughout the camp session.
- * All Campers will be encouraged to wear a cloth mask throughout the duration of the Camp.
- * Any coach, camper, etc who does not reach health requirements will not be allowed to enter the camp and cannot return until a doctor's note is received stating they are not infected.
- * Stable Groups will be Minimum of 14 feet apart at all times.

B. Pick up Procedure that will strictly adhere to CDC social distancing guidelines and the Gov. Guidelines :

- * Pick Up Procedure will take place outside the Rear Main Entrance, One Stable Group and one camper at a time and led by a lead Stable Group Counselor who will escort each Camper to their family member to ensure safety.
- * Upon the end of each session, staggered stable group pick-up will take place in stable groups that adhere to social distancing and protection guidelines. Each stable group will be designated stable space. One stable group staff communicating with parent and escorting camper, one stable group staff staying with the campers to enforce social distancing requirements.
- * Stable Groups will be Minimum of 14 feet apart at all times

Child Illness Policy

- * Parents will be informed to keep child home if feeling ill or having temperature.
- * Screening: At Drop off, Self Attestation Questionnaire and Temperatures are taken before entering and reporting to their stable group. Each day and each session Campers' and Counselors' Temperature will be taken by a No Touch Thermal Thermometer by camp administrator, athletic trainer, or physical therapist.
- * Health checks will be documented and provided to DHS upon request.
- * Camper's name, address, phone number and each parent's/caregiver's name, address and phone number will be kept on file and provided to DHS upon request.
- * Any Administrator, coach, or camper who's temperature is above 100.3 or does not meet health requirements will not be allowed to enter the camp.
- * Any child or staff member who needs to be sent home due to symptoms, fever or illness may not return until he or she or parent provides competent evidence to the camp demonstrating that:
 - After being sent home he or she was tested negative for Covid-19
 - After being sent home he or she was tested positive for Covid-19 but he/she has since met RIDOH guidelines for ending isolation,
 - They can provide a doctor's note stating he or she is not contagious.
- * During this crisis, the camp will immediately contact DHS and RIDOH if any employee or camper has been instructed to isolate or quarantine due to having contracted or been exposed to COVID-19, in order to assess the need for creating an alternate care plan.
- * During this crisis, the camp shall have an isolation room or area that can be used to temporarily isolate a sick child pending pick-up by a caregiver.
- * Inform the circle document attached.



Rhode Island Department of Human Services

COVID-19 Child Illness Policy

Updated 5/29/2020

The following illness policy has been developed for summer camp programs per the Centers for Disease Control (CDC) guidelines¹ in response to the COVID-19 pandemic per the requirements in [216-RICR-50-15-7](#), §7.4(A)(1)(e). Any positive case of COVID-19 must be reported to the RI Department of Health via phone call **and** RI Department of Human Services via documentation within 24 hours of notification.

COVID-19 Illness Policy

Any person(s) exhibiting any sign(s) and/or symptom(s) of COVID-19, as set forth in CDC guidance², when they develop over a period of hours to days and cannot be explained by allergies or other noninfectious disease should not attend or gain access to a summer camp program, per §7.4(A)(2)(b)³.

Child, Staff, and Visitor Illness Detected at Arrival

The program will conduct screening at the time of arrival which may include temperature checks. Should a child, staff, and/or visitor be observed at the time of drop off to have any sign(s) and/or symptom(s) of COVID-19, as set forth in CDC guidance⁴, they will not be admitted to the program.

Child, Staff, and Visitor Illness Detected at While at Camp

Should a child, staff, and/or visitor be observed at any time of the day to have developed any sign(s) and/or symptom(s) of COVID-19, as set forth in CDC guidance⁵, they will be (1) isolated in the isolation room/area and (2) sent home OR (3) to seek medical attention.

(1) The isolation room will be an area separated from the rest of the children, staff, and visitors. Any individual over the age of two who is required to isolate and who has no risk of harm per CDC guidelines⁶, should wear a cloth face mask for the duration of their stay. Though in isolation, at no time will a child, staff member, or visitor be left alone/out of site due to the respiratory risk associated with this virus.

(2) Parents/caregivers must be available to pick up an ill child promptly upon notice.

(3) Should a child, staff, and/or visitor be observed to require medical attention per CDC guidelines, 911 will be called as well as the parent/caregiver/emergency contact. Emergency medical attention will be triggered upon any of the following emergency warning signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Returning to Camp

Any employees or children sent home may not return to the summer camp until he or she (or his or her parent) provides competent evidence to the camp demonstrating that:

- After being sent home he or she was tested negative for COVID-19; or
- After being sent home he or she was tested positive for COVID-19 but he or she has since met RIDOH guidelines for ending isolation; or
- They can provide a doctor's note stating he or she is not contagious.

¹ CDC. (2020, May 8). *What to do if you are sick*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

² CDC. (2020, May 13). *Symptoms of COVID-19*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

³ 216-RICR-50-15-7. (2020, May). Retrieved from https://www.reopeningri.com/resource_pdfs/General-department-of-health-regulations-draft-submitted-05.07.20.pdf

⁴ CDC. (2020, May 13). *Symptoms of COVID-19*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁵ CDC. (2020, May 13). *Symptoms of COVID-19*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁶ CDC. (2020, May 22). *How to wear cloth face coverings*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

“Informing the Circle” If there is a Confirmed COVID-19 Case at Besthoops Basketball Camp

Informing the Circle – means notifying the employees/campers that came into contact with and had direct exposure to a confirmed COVID-19 case, **the identity of the person who tested positive for the coronavirus should not be released due to privacy laws.**

If the Coach tested positive for COVID-19 – any campers that the coach came into contact with should be notified that a confirmed case of coronavirus was reported at the camp and give instructions on self-monitoring

If a camper tested positive for COVID-19 – inform the coach and any other camper’s that may have had direct exposure (did not maintain 6 feet apart, disinfection protocol not followed) that a confirmed case of coronavirus was reported in the clinic and give instructions on self-monitoring

You will also need to notify any other employees that had direct exposure to the confirmed COVID-19 case, (either coach or camper confirmed case), that a confirmed case of coronavirus was reported at the clinic and to self monitor

You should report any employees that have tested positive to the Human Resource Department and Compliance Department.

Hand Washing Guidelines For Staff and Campers and Plan to Enforce

1. Multiple breaks throughout the camp session will be designed to encourage and enforce hand washing/hand sanitizing.
2. Multiple hand sanitizer stations will be available in all stable spaces as well as located in all bathroom locations.
3. Campers and staff will be discouraged from touching their face.
4. Camper and Employee hand washing posters will be located throughout the various camp spaces (Indoor and Outdoor) as reminder to keep hands clean.

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

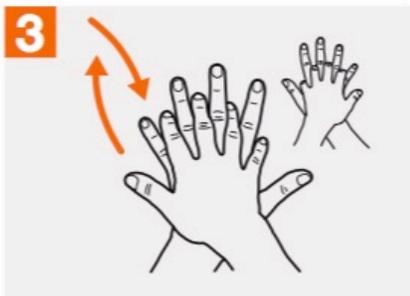
⌚ Duration of the entire procedure: 20-30 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



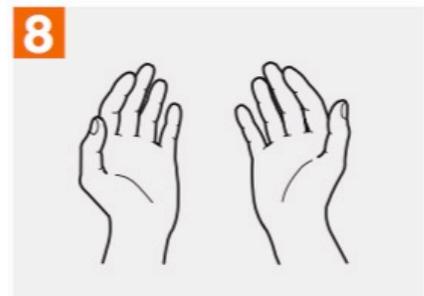
5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.



**World Health
Organization**

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

Best Hoops Basketball Cleaning and Sanitization Protocols

See CDC Covid Cleaning Guidance

- * The Indoor/Outdoor play areas, Bathroom Facilities, High Traffic and High Touch Areas will be thoroughly Cleaned and Sanitized prior to Each Day of Camp and Prior to Each Session of Camp.
- * All Campers and Staff will be encouraged to wash hands for 20 seconds or more frequently throughout the program and there will be stations provided for Hand Sanitizer with 60% or more alcohol content as well.
- * All Equipment will be Sanitized and Disinfected prior to the start of Camp as well as after use and between each Session.
- * Summer camp staff will ensure that Campers wash their hands with liquid Soap and warm water after each bathroom break, before Snack, after wiping or blowing nose, after touching any bodily fluid after play and upon entry from outside.
- * At the Conclusion of each session the Facility will be cleaned adhering to CDC Guidelines before the next session campers arrives.

Staffing Plan with protocol for monitoring staff absenteeism

- 1. Best Hoops will have two coaches assigned to 13 campers to comprise of 1, 15 member stable group.**
- 2. There will be 3 stable groups per session.**
- 3. Best Hoops will have extra counselors/ coaches on standby if a coach or counselor from a stable group becomes ill or is absent. These coaches will not come from other stable groups.**
- 4. Coaches will be informed of this policy prior to the start of camp.**
- 5. All Camp Administration and Coaches will complete Covid staff training program.**

Best Hoops Premier Basketball Camp Daily Activities Schedule

Morning Session

*** for younger campers**

(ages TBD)

8:30am-11:00am

8:00-8:30am - Arrival, Check-in, Stable Group Placement

8:30-8:35am - Attendance & Daily Goals in Stable Groups

8:35-8:45am - Dynamic Stretch & Warm-Up

8:45-9:15am - Fundamental Skills and Drills #1 (4, 7 min. Stations)

9:15-9:35am - Water Break/Shooting Competition / Skill Development

9:35-9:55am - Skill of the day and Speed Agility Training

9:55-10:10am - Shooting Competition Games/Ball-Handling Skills

10:10-10:40am - Fundamental Skills and Drills #2 (4, 7 min. Stations)

10:40-11:00am - Various Competitions

11:00pm - End of Session Review & Stable Group Staggered Dismissal

***CAMPERS WILL BE REQUIRED TO WASH/SANITIZE HANDS BETWEEN SEGMENTS.**

***COACHES WILL BE REQUIRED TO WEAR CLOTH MASKS.**

***CAMPERS WILL BE ENCOURAGED TO WEAR CLOTH MASKS.**

***STABLE GROUPS WILL REMAIN SEPARATED BY MINIMUM 14 FEET**

Afternoon Session

*** for older campers**

(ages TBD)

1:00pm-3:30pm

12:30-1:00pm - Arrival, Check-in, Stable Group Placement, Shoot Around

1:00-1:05pm - Attendance & Daily Goals in Stable Groups

1:05-1:15pm - Dynamic Stretch & Warm-Up

1:15-1:45pm - Fundamental Skills and Drills #1 (4, 7 min. Stations)

1:45-2:05pm - Water Break/Shooting Competition / Skill Development

2:05-2:25pm - Skill of the day and Speed Agility Training

2:25-2:40pm - Shooting Competition Games/Ball-Handling Skills

2:40-3:10pm - Fundamental Skills and Drills #2 (4, 7 min. Stations)

3:10-3:30pm - Various Competitions

3:30pm - End of Session Review & Stable Group staggered Dismissal

***CAMPERS WILL BE REQUIRED TO WASH/SANITIZE HANDS BETWEEN SEGMENTS.**

***COACHES WILL BE REQUIRED TO WEAR CLOTH MASKS.**

***CAMPERS WILL BE ENCOURAGED TO WEAR CLOTH MASKS.**

***STABLE GROUPS WILL REMAIN SEPARATED BY MINIMUM 14 FEET**

Plan for stable groups to adhere to social distancing guidelines

- * As Students enter they will be placed in their Stable Group *(Green, Gold, and Silver) with their Stable Coach in their Designated Space which will be decided on prior to start of camp where they will remain for the duration of their session for the week.
- * Campers will be given an Orientation that describes the Rules, Guidelines, and Restrictions, and Expectations of the Camp.
- * The Schedule and Activities that take place within each Stable Group only.
- * Stables Groups will NOT Cross each others Path, they will be separated for the Duration of the Camp as well as at pick-up time.
- * A Posted Plan will be Located at the facility and posted on the Camp Website and Emailed to Campers.
- * Visitors will be discouraged from coming into the Camp.
- * Any visitor to the premises who must attend will be documented in a Visitor Log (their Arrival and Departure time) that will be maintained on site. Any visitor will be asked the Self Attestation Form and temperature taken. The visitor will be required to wear a mask and require to socially distance from campers and staff.
- * There will be an Isolation Room/Area for any child or Counselor who exhibits symptoms or who is feeling ill during the Camp, in accordance with CDC guidelines.
- * All plans will be clearly posted and communicated to campers, staff and families.
- * We will post our COVID-19 approval forms and plan onsite and online (website).

Best Hoops Basketball Camp Visitor Log

Name _____ Date _____

Street _____ City _____

State _____ Zip _____

Reason _____

Arrival Time _____

Departure Time _____

Screening Tool _____

Temperature _____

Name _____ Date _____

Street _____ City _____

State _____ Zip _____

Reason _____

Arrival Time _____

Departure Time _____

Screening Tool _____

Temperature _____

**Best Hoops Premier Basketball
Daily Covid Screening Camper Questionnaire**

Date: _____ Name: _____

All Campers will be asked these questions at the start of every session:

1. Have you recently visited an area of widespread/ongoing community spread of Covid?

Yes _____ No _____

- a. If yes, camper will be taken aside and asked where.
- b. If needed camper's parent will be called for clarification and possible pick-up.

2. Have you had direct contact with someone who has a confirmed or suspected case of Coronavirus?

Yes _____ No _____

- a. If yes, camper will be taken aside and asked when/whom/what type of contact (i.e. rule out phone call as form of contact).
- b. If needed camper's parent will be called for clarification and possible pick-up.

3. Do you currently have any of the following symptoms?

Fever	Yes _____ No _____
Cough	Yes _____ No _____
Shortness of Breath	Yes _____ No _____
Difficulty Breathing	Yes _____ No _____
Headaches	Yes _____ No _____
Body Aches/Muscle pain	Yes _____ No _____
Repeated shaking with chills	Yes _____ No _____
Runny or Stuffy Nose	Yes _____ No _____
Sore Throat	Yes _____ No _____
Diarrhea	Yes _____ No _____
New loss of taste or smell	Yes _____ No _____

- a. If yes, camper will be taken aside for clarification.
- b. If needed camper's parent will be called for clarification and possible pick-up.

Temperature: _____ Staff Signature _____

Cleared to Enter Facility? Yes _____ No _____

Best Hoops Premier Basketball
Daily Covid Screening Counselor/Staff Questionnaire

Date: _____ Name: _____

All Counselors/staff will be asked these questions at the start of every session:

1. Have you recently visited an area of widespread/ongoing community spread of Covid?

Yes _____ No _____

- a. If yes, camper will be taken aside and asked where.
- b. If needed camper's parent will be called for clarification and possible pick-up.

2. Have you had direct contact with someone who has a confirmed or suspected case of Coronavirus?

Yes _____ No _____

- a. If yes, camper will be taken aside and asked when/whom/what type of contact (i.e. rule out phone call as form of contact).
- b. If needed camper's parent will be called for clarification and possible pick-up.

3. Do you currently have any of the following symptoms?

Fever	Yes _____ No _____
Cough	Yes _____ No _____
Shortness of Breath	Yes _____ No _____
Difficulty Breathing	Yes _____ No _____
Headaches	Yes _____ No _____
Body Aches/Muscle pain	Yes _____ No _____
Repeated shaking with chills	Yes _____ No _____
Runny or Stuffy Nose	Yes _____ No _____
Sore Throat	Yes _____ No _____
Diarrhea	Yes _____ No _____
New loss of taste or smell	Yes _____ No _____

- a. If yes, counselor will be taken aside for clarification.
- b. If needed counselor/staff will be informed to return home immediately.

Temperature: _____ Staff Signature _____

Cleared to Enter Facility? Yes _____ No _____



COVID-19 Screening Tool

Date: _____ Name: _____

Reason for entering facility: _____

Please let us know if you have had any of the following:

	Yes	No
Fever (temperature of 100F or more)		
Cough		
Shortness of breath or difficulty breathing		
Body aches		
Chills		
Runny nose or stuffy nose		
Sore throat		
Diarrhea		

If the answer to **any** question is “**yes**”, the person should be excluded from the facility until:

- They are completely free of symptoms for 72 hours, AND
- 7 days have passed since their first symptoms started

In the last 14 days:

	Yes	No
Has anyone in your household been diagnosed with COVID-19?		
Have you been told to quarantine yourself by any public health authority? If so, when does/did your 14-day quarantine end?		
Have you been in close contact (less than 6 feet for a prolonged period) with someone who has tested positive for COVID-19?		
Have you traveled anywhere outside of the 50 United States or on a cruise?		
Have you traveled anywhere in the United States by commercial airlines?		

If the answer to **any** question is “**yes**”, the person should be excluded from the facility and should self-quarantine until **14 days** have passed since the time of potential exposure/travel.

Do not write below this line. Official Use Only.

Temperature: _____ Staff signature: _____

Cleared to enter facility?

yes

no

Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Recommend use of [EPA-registered household disinfectant](#)**
 - **Follow the instructions on the label** to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

- **Diluted household bleach solutions may also be used** if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
Leave solution on the surface for **at least 1 minute**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
OR
- 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
OR
- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants external icon](#) meet EPA’s criteria for use against COVID-19.
- **[Vacuum as usual.](#)**

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer’s instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- 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, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - 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.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected**.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash**.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pet
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200external icon](#)).
- **Comply with OSHA's standards** on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE