

# COVID-19 MITIGATION & OPERATIONS: OFFICE, WAREHOUSE, PROCEDURES

## 7/1/2020

Ceiba Adventures, Inc. is implementing strict guidelines to prevent the spread of Covid-19. These current protocols are in place to protect our clientele and employees.

**OFFICE:** Ceiba's office is currently open to the public. Before entering: 1) We are requiring everyone to wash their hands at our portable handwash system set up outside our door; 2) We are requiring everyone to wear a face covering. We are limiting the number of visitors at any time to two visitors in the office.

Customers pay in advance when possible to avoid extra time spent during gear pickup. Our staff regularly disinfects all the commonly touched surfaces such as:

- Door handles inside & out
- Countertops
- I-pads & key boards
- Chairs
- Employee breakroom, counters, sinks, fridge, microwave
- Bathroom facilities

**WAREHOUSE:** We take great pride in maintaining a super clean, organized warehouse. The organization of all our tools, equipment, products, and materials, directly transcends into a sanitized and regularly disinfected work place for all our employees.

Below are the procedures that we participate in on a daily basis:

\*Sanitize all work tables.

\*No open food containers permitted in the warehouse.

\*Clients are currently not allowed in the warehouse.

\*Items we disinfect daily:

- trash can lids
- water spigot handles
- handles on all entry & exit points
- shop vacs
- light switches
- air tool nozzles & all associated tools
- wheel barrow and cart handles
- forklift controls

Disinfectant solutions include one of the following: 70% alcohol, bleach water in the ratio of 1/2C bleach: 1 gallon H<sub>2</sub>O, or other CDC approved disinfectants.

Employees are provided appropriate PPE for the task at hand including gloves, face shields and masks as needed. We are diligent in practicing social/work distancing, our facility is large enough to allow for this to happen. When interacting with the public, all Ceiba employees will be wearing a face covering.

Every day we have a morning meeting with our employees and reiterate these protocols. Management has been diligent in telling employees that if anyone has any Covid symptoms they should not come to work, self-quarantine, and get tested for Covid-19. We strive to be conscientious, adapt when necessary, conform to the CDC recommendations, and try to be creative and open minded while participating in the elimination of and decreased spread of the Covid-19.

# **COVID-19 MITIGATION & OPERATIONS: CLEANING OF RENTAL EQUIPMENT**

## **As of 6/5/20**

Ceiba Adventures, Inc. has implemented strict guidelines to prevent the spread of Covid-19. These current protocols are in place to protect our clientele and employees.

Our existing stringent cleaning and disinfecting protocols have been in place since our company started renting equipment for Grand Canyon River trips.

All boats and soft goods including pfd's, kitchen tarps, paco pads, dry bags etc, are washed/scrubbed with soapy water, after every trip rental. When appropriate, we additionally spray on a disinfectant solution which includes one of the following: 70% alcohol, bleach water in the ratio of 1/2C bleach: 1 gallon H<sub>2</sub>O, or other CDC approved disinfectants. All soft goods dry in the open air.

All hard goods including row frames, oars, coolers, food boxes, aluminum stoves, fire pans, etc. are power washed with a detergent, utilizing our pressure washer to 250 F, to additionally sanitize all surfaces. When appropriate, we additionally spray on a disinfectant solution which includes one of the following: 70% alcohol, bleach water in the ratio of 1/2C bleach: 1 gallon H<sub>2</sub>O, or other CDC approved disinfectants. All this equipment is allowed to dry in the open air.

Water filters are serviced after each trip. They are taken apart, cleaned, & disinfected. The filter is allowed to completely air dry for over 24 hours before re assembly.

All kitchen gear, including plates, bowls, silverware and cooking utensils are cleaned in a 3-bay sink system. This includes a hot soapy clean, hot clean rinse and final cool Clorox disinfectant rinse. All kitchen ware is allowed to air dry. All potable H<sub>2</sub>O containers are cleaned thoroughly and sprayed inside and out with a Clorox disinfectant spray.

Personal Camping Gear. Tents will be set up after each trip. They will be cleaned thoroughly, and sprayed down entirely with the appropriate concentration of disinfectant. Sleeping cots will be power washed and sanitized. Sleeping bags, sheets, and pillows are commercially laundered after every trip.

Employees are provided appropriate PPE for the task at hand including gloves, face shields and masks as needed.

All protocols are subject to change with further advisement from the CDC, or other changes in the national COVID-19 situation.

## **COVID-19 MITIGATION AND OPERATIONS: FOOD PACKING PROCEDURES**

### **AS OF 6/5/20**

Ceiba Adventures, Inc. has implemented strict guidelines to prevent the spread of Covid-19. These current protocols and practices are in place to protect our clientele, employees, and vendors.

Ceiba's food pack facility within our warehouse, already has the highest standards of cleanliness. The Coconino County Health Department inspects our food pack twice a year and Ceiba has always received the highest marks. We will continue our standard practices and will add protocols based on the latest Covid-19 requirements and CDC advisements.

After each trip, food boxes and coolers, are power washed. This is a hot detergent, steam generated machine that heats up to 250F. Then they are sprayed with a Clorox solution and air dried prior to storing.

Our food packers will sanitize all food boxes and coolers prior to packing with a cleaning agent. It will contain 70% alcohol, bleach water in the ratio of 1/2C bleach: 1 gallon H<sub>2</sub>O, or other CDC approved disinfectant.

All commonly touched surfaces are regularly sanitized, including: tables, counter tops, door knobs, refrigerator and freezer handles and fronts, computer key boards, trash can lids, garage door handles, etc.

While packing fresh produce & coolers, food packers will wear masks and gloves. Regular handwashing is part of standard protocols.

We will maintain the highest level of personal hygiene, appropriate food packing procedures, and continue to mitigate the spread of the COVID-19 to the best of our abilities. Any new guidance from the CDC or Coconino County Health department will be incorporated.

# COVID-19 MITIGATION PROTOCOLS: TRANSPORTATION

As of 7/1/20

Ceiba Adventures, Inc. has implemented strict guidelines to prevent the spread of Covid-19. These current protocols are in place to protect our clientele and employees.

Clean vehicles have always been important to us. But now we thoroughly understand how critical the sanitation protocols are.

All vehicles before any use/drive will be cleaned and sanitized inside.

Frequently touched surfaces to be sanitized will include:

- Inside and outside door handles
- Window and door locking tabs
- Consoles/arm rests/seats
- Door interiors, door pockets
- Seat belts
- Cup holders & compartments
- Window interiors

The driver will sanitize the entire area where they sit, before entering the vehicle for a drive, which will include:

- Steering Wheel & Steering Wheel Column and Controls.
- Center Console
- Radio Controls
- Rear View Mirror
- Glove Box

Cleaning agents will include: 70% alcohol, bleach water in the ratio of 1/2C bleach:1gallon h20, or other CDC approved disinfectant.

Current protocols would include all passengers and the driver to wear masks. All passengers will be required to arrive at the pre-arranged pick up location with their own masks in hand.

Hand Sanitizer will be used by the driver and passengers before entering the vehicle every time. When appropriate, a hand washing station for use with soap and water will be made available before entering the vehicle

While traveling to and from the river, stops will be limited. We will encourage passengers to be prepared with drinks and snacks necessary for the trip. When stopping for any reason, the protocols of entering a facility, and re-entering the vehicle, will be discussed with the passengers prior to the stop. A face covering is required while in any public facility.

The driver will be diligent about these protocols and will practice friendly reminders to the passengers. Any further protocols, messaging to passengers requested by the individual outfitter can be incorporated into our practices.

All of Ceiba's drivers will maintain a high standard of personal responsibility during their off time. These personal guidelines can affect everyone's health going down river. Prior to being scheduled and continuing on a weekly basis, our driver's will fill-out a questionnaire, that will include the following:

In the prior 14 days have you developed any of these conditions?

\*\*A new fever, or sense of a new fever of 100.4 or higher?

\*\*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 caused by a specific activity, (such as physical exercise)

In the Prior 14 days have you:

\*\*Traveled in an area identified as a COVID-19 hot spot?

\*\*Been in Contact with anyone who is ill with symptoms resembling COVID-19, or been diagnosed with COVID-19?

All protocols are subject to change with further advisement from the CDC, or other changes in the national COVID-19 situation.

## **Covid-19 Mitigation: Operations of Private Vehicle Transportation As of 6/5/2020**

Ceiba Adventures, Inc. has implemented strict guidelines to prevent the spread of Covid-19. These current protocols are in place to protect our clientele and employees.

With a confirmed private vehicle shuttle for your group, it is our intention to follow strict protocols to keep our drivers safe from any potential coronavirus transmission, as well as keeping your vehicle properly sanitized.

Before getting into your vehicle, our driver will sanitize your keys, spray down the drivers' side door handle with the proper disinfectant solution. This will be a CDC recommended solution which will contain 70% alcohol. Then upon entering the vehicle, the drivers' side area will be sanitized including: Steering wheel, entire dash, front drivers' seat, gear shift, console and door/window buttons. Then upon leaving or exchanging the vehicle, the same procedure will be repeated. You can assist in this process by leaving your vehicle tidy and free of trash & excess personal items in the front seats.

We would recommend that all our clientele practice and implement these standards to aid in limiting potential spread of COVID-19. All protocols are subject to change with further advisement from the CDC, or other changes in the national COVID-19 situation.