



Camp Marymount

Strengthening Community and Inspiring Individuals – Mind Body and Spirit

CLEANING AND DISINFECTION OPERATING INSTRUCTION

May 29, 2021

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Purpose

This operating instruction provides instructions on CDC recommended cleaning and disinfection procedures of rooms, buildings, vehicles, and areas used by camp staff and campers. These procedures will be updated if additional information becomes available.

This instruction is focused on all areas of Camp Marymount, where camp staff and campers may come in contact with during their stay.

Cleaning and disinfection after persons suspected/confirmed to have COVID-19. Please see **“Cleaning and disinfection after persons suspected/confirmed to have COVID-19 operating instruction.”**

Responsibilities

This instruction applies to camp staff and counselors assigned positions at Camp Marymount. This includes, but not limited to; maintenance, kitchen, laundry and activity personnel. It is the responsibility of all staff to report any suspected illness to Infirmary and Admin staff immediately. It is the responsibility of the camp Facility Director to coordinate all cleaning and disinfection actions with the camp Director and Program Director. The camp Director must approve any changes to established procedures.

Definitions

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs, only removing them.

Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not clean dirty surfaces or remove germs, but by killing germs remaining on a surface after cleaning, which further reduces any risk of spreading infection.



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Areas of Concern

The following listed areas of concern will be cleaned and disinfected at specific times during the course of the activity day. See **attachment A** for scheduled cleaning and disinfection of areas and equipment. (rooms, buildings, vehicles, and areas used by camp staff and campers)

Procedures

The following listed cleaning and disinfecting procedures are contained in **attachment B**. These procedures apply to all building, rooms, vehicles, and activity equipment. The maintenance cleaning and disinfection checklist will be signed at the completion of each day to ensure all listed areas were cleaned and disinfected. See **attachment C** for the cleaning and disinfection checklist.

Personal Protective Equipment (PPE)

The risk of exposure to cleaning staff is inherently low. Maintenance/cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.

Gloves should be compatible with the disinfectant products used.

Additional PPE may be required based on the cleaning/disinfectant products used and whether there is a risk of splash. Ex: the wear of masks and/or face shields during disinfection operations using sprayers.

Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Hands should be cleaned after removing gloves.

Gloves should be used while handling dirty laundry.

Staff and counselors should clean hands often. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 70% alcohol should be used. However, if hands are visibly dirty, always wash hands with soap and water first. Hand washing stations will be available throughout the camp activity sites for both staff and campers.

Tommy Hagey
Executive Director



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Attachment A (List of areas of concern)

Cabins (Jr/Sr)

Kitchen

Bathrooms & showers (Jr/Sr)

Beds, bathrooms & showers (staff lodging)

Main lodge and bathrooms

Indoor Chapel

Laundry & vehicle transporting laundry

Outdoor Chapel

Playground

Port-a-John

Old Lodge

Water Fountains

Hand washing stations

Vehicles

Filling activity site & cabin sanitizer bottles

Activity sites & equipment: (Cleaned and disinfected by both activity and maintenance staff)

Canoeing (life vests, paddles, slide, ladders, railings, life-guard tubes))

Archery (bows, arrows, benches

Riflery (benches, mats, rifles, hearing and eye protection)

Horsemanship (benches, saddles and helmets)

Arts & Crafts (tables and chairs)

Tomahawk Throw (benches and tomahawks)

Archery Tag (bows, arrows, helmets)

Yard Games (all equipment)

Frisbee Golf (Frisbees)



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Gardening (spades, shovels, rakes, hoes)

Nature Center (porch railings and doorknobs)

Gaga Pit (pit walls and balls)

Street Hockey (sticks, helmets)

Wrestling (mats and headgear)

Paw Paw Theater (stage area, railings)



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Attachment B (Cleaning and disinfecting procedures)

The following procedures will be adhered to without any deviation to established policy. Maintenance staff has the responsibility of cleaning and disinfecting all buildings and vehicles while activity staff have the responsibility of disinfecting activity equipment after each use.

Before cleaning and disinfecting each area or building, ensure the areas are blocked off to ensure no one comes in contact with the area to be cleaned and disinfected. A “Closed for Cleaning” will be displayed during this process.

How to clean and apply disinfectant: (General)

The following lists the established procedures for cleaning and applying disinfectant to all areas listed.

Disinfectant will be applied one of three methods. Specific operations of the equipment will be explained during face-to-face training with cleaning staff.

Method One: Hand spray (bottles/pump sprayer and rags)

Method Two: Back pack fog/mist

Method Three: Handheld fog/mist

Hard (Non-porous) Surfaces

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded at the completion of cleaning. If at any time, gloves become ripped, wash hands and replace with new gloves

If surfaces are dirty, they should be cleaned using a detergent, general purpose cleaner, or soap and water prior to disinfection.

For disinfection, only use diluted bleach solution mixture or EPA approved disinfectant. The bleach mixture and disinfectant will be mixed on a daily basis by the Facility Director to ensure reliability of mixture.

The diluted bleach solution solution (at least 1000-ppm sodium hypochlorite) will be used on the appropriate listed surfaces below. Ensure a contact time of at least 1 minute, and allow proper ventilation during and after application. Check to ensure the product is not past its expiration



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date. **Never mix household bleach with ammonia or any other cleanser.** Unexpired household bleach will be effective against coronaviruses when properly diluted.

Bleach solution mixture:

5 tablespoons (1/3rd cup) bleach per gallon of water or

4 teaspoons bleach per quart of water

Soft (Porous) Surfaces (Ensure masks are worn)

For soft (porous) surfaces such as carpeted floor, rugs, furniture, bedding, remove visible dirt and/or dust if present and clean with appropriate cleaners indicated for use on these surfaces. Vacuuming maybe required. Ensure vacuum heap filter is cleaned after each use. After cleaning:

Launder items as appropriate in accordance with the manufacturer's instructions.

Rooms with beds and bedding will be sanitized using a fogging disinfectant (Jr/Sr Camp).

Electronics

For electronics such as cell phones, keys (keyfobs), tablets, touch screens, remote controls, and keyboards, and computers, remove visible dirt and/or dust if present.

Use camp provided UV light disinfection wand or bleach wipe to disinfect these types of surfaces.

Linens, clothing, and other items that go in the laundry

Wear disposable gloves when handling dirty laundry and discard after each use. If using reusable gloves, those gloves should be dedicated for laundry. Wash hands immediately after gloves are removed.

If possible, do not shake dirty laundry. This will minimize the possibility of dispersing germs through the air.

Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

Cabin laundry can be mixed together as long as it contains only that cabins laundry. Laundry from staff or other cabins should not be mixed in with one particular cabins laundry.



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Areas of Concern (Areas to be cleaned and disinfected) – These procedures will be conducted on a daily basis or as directed by Admin Staff. During cleaning and disinfecting, no other staff or campers should be in the area until completed.

Cabins (Jr/Sr): Before disinfecting cabins, cleaning crews must ensure no one is in the cabin and all fans are turned off prior to applying disinfectant.

Disinfecting: Cabins will be disinfected on a daily basis. This includes, but not limited to all surfaces touched by counselors and campers, i.e., door handles, knobs, brooms, bedframes.

Kitchen: Ensure only kitchen staff are in the area when cleaning and disinfecting

Cleaning: All kitchen equipment and surfaces will be cleaned with soap/water or general purpose cleaner.

Disinfecting: Kitchen equipment and surfaces will be disinfected with the handheld fog-disinfecting machine with disinfectant/diluted bleach solution. Disinfecting will be conducted at the completion of the last meal of the day.

Bathrooms & showers (Jr/Sr): Before disinfecting bathrooms, cleaning crews must ensure no one is in the bathroom and that all fans are turned off prior to applying disinfectant.

Cleaning: Cleaning crew will enter the Jr/Sr camp bathrooms and clean, sweep, wipe and spray down any counters and floors that are dirty/muddy and remove any trash on the floors. Pressure washing maybe required. Remove all trash before disinfection.

Disinfection: The operator of the sprayer will begin to mist/fog the interior of each bathroom and shower area ensuring equal coverage of the diluted bleach solution without saturating the interior. The objective is to lightly coat the entire interior. All shower and sink handles, toilet seat and handles, and stall doors and handles must be covered with the diluted bleach solution. The operator will exit ensuring the door, interior and exterior handles are lightly coated with the diluted bleach solution. For bathrooms with water fountains, ensure the fountains are covered with the diluted bleach solution.

Bathrooms & showers (staff lodging): All staff lodging bathrooms and showers will be hand sprayed with diluted bleach solution.

Cleaning: All counter tops, door and toilet handles, will be wiped down with general purpose cleaner and trash removed prior to disinfecting.

Disinfection: All shower stalls and shower handles will be lightly hand sprayed with diluted bleach solution and ensure all surfaces are coated. Spray can be left on and not wiped off. Lodge bathroom counter tops will be sprayed with diluted bleach solution. The diluted bleach solution needs to sit on the countertops for a minimum of 1 min, and then wiped off.



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Staff Lodging (sleeping area): Before disinfecting sleeping areas, cleaning crews must ensure no one is in the room and all fans are turned off prior to applying the disinfectant.

Disinfection: The staff sleeping areas will be wiped down with disinfectant. All interior and exterior door handles will be disinfected with the diluted bleach solution by wiping the solution on each door handle.

Main Lodge and bathrooms: A “Closed for Cleaning” must be displayed during cleaning.

Disinfection: All main lodge and bathroom door handles will be hand sprayed and wiped with diluted bleach solution.

Cleaning: Lodge bathrooms will be cleaned prior to disinfecting. All counter tops, sinks, sink handles, toilets, urinals, paper towel dispensers, and floors will be cleaned with general purpose cleaner first.

Disinfection: Counter tops, sinks, sink handles, toilets, paper towel dispensers, and urinals will be disinfected with diluted bleach solution. Ensure all surfaces are hand sprayed and wiped of the diluted bleach solution. The solution should sit on the surfaces for a min of one minute before wiping clean.

Laundry: fog entire room, including machines with disinfectant

Outdoor Chapel: fog all pews with diluted bleach solution (this will only be accomplished after an activity or Mass occurs at the chapel).

Indoor Chapel: pews will be wiped down with disinfectant and rag. The Sacristy bathroom will be cleaned and disinfected the same as the main lodge bathrooms.

Playground: all equipment, including swings will be sprayed/fogged with disinfectant.

Port-a-John: fog/spray interior, including handles inside and out with diluted bleach solution.

Old Lodge: fog /spray interior of counselor’s area with disinfectant. This includes all furniture and items used throughout the day. Wipe any hand held equipment with diluted bleach solution.

Hand washing stations: fog/spray with diluted bleach solution

Water Fountains: Canoe Shed fountain-disinfected after every group by Waterfront personnel, Old Lodge fountain-disinfected by camp maintenance persons at least twice a day, staff living quarters fountain-disinfected after each use

Vehicles: Wipe handles and steering wheel with diluted bleach solution. Interior seating area will be fogged with disinfectant.

Activity sites & equipment: (Note: staff will clean and disinfect all equipment after each cabin departs the activity. At the conclusion of all activities for the day, all equipment at all



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activity sites will be disinfected by the methods listed below prior to being put away for the day.

Canoeing: hand spray diluted bleach solution on paddles & spray with disinfectant interior and exterior (only portion touched by staff and campers) of all canoes and kayaks. Water slide sprayed with disinfectant. Ensure solution stays on slide for minimum of 1 min, then rinse slide off. Life vests should be sprayed with disinfectant

only (**ALCOHOL BASED ONLY / DO NOT USE BLEACH SOLUTION**). If the vests are dirty, they need to be scrubbed using soap and water before disinfecting. Canoe shed benches should be wiped down with diluted bleach solution.

Archery: spray bows and arrows with disinfectant and wipe benches with diluted bleach solution.

Riflery: wipe rifles, benches, mats, hearing protection, and safety glasses down with diluted bleach solution.

Horsemanship: spray saddles and helmets with disinfectant at shelter & tack room. Wipe benches down with diluted bleach solution.

Arts & Crafts: wipe seating area and spray tables with diluted bleach solution

Tomahawk Throw: wipe tomahawks and benches down with diluted bleach solution

Archery Tag: spray bows, arrows, and helmets down with disinfectant

Yard Games: spray all equipment with diluted bleach solution

Frisbee Golf: wipe frisbees down with diluted bleach solution

Gardening: spray equipment with diluted bleach solution

Nature Center: spray railing and doorknobs with disinfectant

Pap Paw Theater: spray stage, railings, and seating area diluted bleach solution

Gaga Pit: spray wood pit, interior/ exterior with diluted bleach solution. Wipe Gaga balls down with diluted bleach solution

Street Hockey: wipe hockey sticks down with diluted bleach solution and spray interior of helmets with disinfectant

Wrestling: spray wrestling mats down with diluted bleach solution, let sit for min of 15 sec, then wipe all solution

Activity site and all cabin's sanitizer & diluted bleach solution bottles will be refilled daily.



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Attachment C (Cleaning and Disinfection Checklist) This checklist will be completed by Maintenance personnel and must be turned in to the Facility Director at the completion of cleaning and disinfection each day.

DATE: _____

COMPLETED BY: _____

___ Jr Camp Cabins – fog/spray with sanitizer on exterior cabin porches (anywhere people touch) & fog disinfectant interior of cabins

___ Sr Camp Cabins – fog/spray with sanitizer on exterior cabin porches (anywhere people touch) & fog disinfectant interior of cabins

___ Kitchen – fog and/or hand spray diluted bleach solution/disinfectant (**kitchen staff**)

___ Jr Camp Bathrooms & showers – fog/spray with diluted bleach solution (twice a day)

___ Sr Camp Bathrooms & showers – fog/spray with diluted bleach solution (twice a day)

___ Staff bathrooms & showers - hand spray diluted bleach solution

___ Main lodge & bathrooms – hand spray and wipe diluted bleach solution

___ Laundry – fog/spray with disinfectant (once a day)

___ Port-a-John - fog/spray with diluted bleach solution (twice a day)

___ Indoor Chapel (only when used) – wipe down with disinfectant

___ Outdoor Chapel (only when used) – fog/spray with diluted bleach

___ Playground – fog/spray with disinfectant (once a day)

___ Gaga Pit – fog/spray with diluted bleach solution (once a day)

___ Old Lodge – fog/spray with disinfectant (Once a day)

___ Hand washing stations – fog/spray with diluted bleach solution (once a day)

___ Water fountains (Old Lodge/Lake) – sprayed with diluted bleach solution once in AM and once in PM



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___ **Activity site and all cabin sanitizer & diluted bleach solution bottles will be refilled daily.**

Activity sites & equipment:

___ Canoeing – fog/spray diluted bleach solution on paddles, interior of canoes and kayaks. Life vest, water slide, railings and ladders should be sprayed with disinfectant.

___ Archery – fog/spray equipment and benches with disinfectant

___ Riflery – wipe equipment with diluted bleach solution and fog range area (benches and mats) with diluted bleach solution

___ Horsemanship – fog/spray equipment and benches with disinfectant

___ Arts & Crafts – fog/spray with sanitizer

___ Tomahawk Throw – wipe with diluted bleach solution

___ Archery Tag – fog/spray with disinfectant

___ Yard Games – fog/spray with diluted bleach solution

___ Frisbee Golf – wipe with diluted bleach solution

___ Gardening – fog/spray with diluted bleach solution

___ Nature Center – fog/spray with disinfectant

___ Street Hockey – fog/spray hockey sticks and fog helmets with disinfectant

___ Wrestling – fog with diluted bleach solution and wipe mats after 1 min. fog/spray disinfectant on all head gear.

___ Wilderness Awareness – spray/wipe with diluted bleach solution