



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

**01/15/2021**

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.

All employees wear face coverings while working on the ceiba property.

**OFFICE:** Ceiba's office is currently open to the public. All visitors are required to wear a face covering 100% of the time. Social/Physical distancing is now an everyday practice. 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
- door handles inside & out
- 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.

We have a daily morning meeting with our employees and reiterate these protocols. Management has been diligent in telling employees that if anyone has any COVID-19 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 COVID-19 mitigation.

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

**As of 01/15/21**

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 H2O containers are cleaned thoroughly and sprayed inside and out with a Clorox disinfectant spray.

Personal Camping Gear will be cleaned thoroughly, sprayed down with the appropriate concentration of disinfectant. This includes sleeping pads and cots. 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. Face masks are required 100% of the time at work. Social/physical distancing of 6' apart is practiced and adhered to everyday in the work place.

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 01/15/21**

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, adhere to the highest standards of cleanliness. The Coconino County Health Department inspects our food pack twice a year and Ceiba has always received high 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 steam generated machine, using a detergent 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 coolers prior to packing with a cleaning agent. It will contain 70% alcohol, bleach water in the ratio of 1/2C bleach: 1 gallon H2O, or other CDC approved disinfectant.

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

Face coverings are worn 100% of the time in the Ceiba facility. 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 01/15/21**

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 h2O, or other CDC approved disinfectant.

Current protocols include all passengers and the driver to wear face coverings. All passengers will be required to arrive at the pre-arranged pick up location with their own masks in hand. Ceiba always has disposable face masks available.

Hand Sanitizer will be used by the driver and passengers before entering the vehicle every time.

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.

The driver will be diligent about these protocols and will practice friendly reminders to the passengers. Any further protocols, messaging to passengers requested by an individual outfitter or group coordinator, 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. All employees are continually questioned to 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 01/15/21**

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 COVID-19 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.