

**Story County Conservation Board**  
**Agenda for Special Meeting**  
**May 14, 2020 – 3:45 PM**

1. Originating From Story County Conservation Center Public Access Provided Via Conference Call  
SPECIAL NOTE TO THE PUBLIC: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting.  
Members of the public who would like to call in:
  - Dial 515-603-3144
  - Enter 895791# when prompted for access code.
2. CALL TO ORDER
3. ROLL CALL
4. REVIEW OF AGENDA
5. STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE SECTION 21.8.1
6. STATEMENT OF NECESSITY OF A MEETING TO BE HELD ON LESS THAN 24 HOUR'S NOTICE PER CODE SECTION 21.4.2(B)
7. DISCUSSION AND CONSIDERATION OF CAMPGROUND MANAGEMENT PROTOCOL  
(See attached documents)
8. PUBLIC COMMENTS
9. ADJOURNMENT

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515) 382-7204.

# Campground Management Protocols: COVID-19



MAY 2020

All SCC Rules & Regulations and Procedures remain enforced throughout various levels of operation.

## **Level 1 – Restricted Camping Only: Begins May 22, 2020**

- Campgrounds are open to self-contained units only (this can be tents with self-contained restrooms).
- Campground restrooms/showers remain closed.
- 14-day limit in effect
- Restrictions to total number of people at a campsite will follow State guidelines for gatherings and social distancing and will be enforced by the Park Ranger.
  - Some campsites may be closed to ensure social distancing.
  - Campers only in the campground; no guests allowed.
  - Campfires at campsites should be for occupants of the campsite only.
- Signage will be maintained at dump stations encouraging the use of vinyl/nitrile gloves and hand sanitizer.
- Firewood sales shall be provided and each park shall establish their protocol with the following requirements
  - There shall be no personal contact between the campground host and campers.
  - Social distancing shall be enforced with money not being handled for 24-hours from delivery. SCC will use a noncontact method for purchase of firewood.
- The processing of registration envelopes and money handling to follow department protocols (see attachment "B").
- Employees and campground hosts to wear face coverings when interacting with campers.
- Playgrounds and beaches are to remain closed.
- Shelter and Lodge reservations are suspended.
- If you feel cancelling your stay is the safest choice, we will offer refunds for visits (campsites and lodges) with arrival dates through May 31, 2020. To cancel, contact the Story County Conservation Office at 515-232-2516.
- If you become ill during your camping stay with us, please notify the Park Ranger.
- **In the event of a severe storm, the storm shelter will be opened. Campers should wear face coverings in the storm shelter.**

## **Level 2 – Campgrounds and Facilities Open with Limitations:**

- Level 2 protocol will not be considered until the Iowa Department of Natural Resources enacts a similar level of operation.
- All camping units allowed.

- Campground restrooms and showers open with elevated sanitation schedule (see attachment “A”).
- Restrooms and showers to be closed as needed for sanitizing (see attachment “A”).
- 14-day limit in effect
- Restrictions to total number of people at a campsite will follow State guidelines for gatherings and social distancing and will be enforced by the Park Ranger.
- Signage will be maintained at dump stations encouraging the use of vinyl/nitrile gloves and hand sanitizer.
- Firewood sales shall be provided and each park shall establish their protocol with the following requirements
  - There shall be no personal contact between the campground host and campers.
  - Social distancing shall be enforced with money not being handled for 24-hours from delivery. SCC will use a noncontact method for purchase of firewood.
- The processing of registration envelopes and money handling to follow department protocols (see attachment “B”).
- The use of face coverings by employees and campground host is required per county policy.
- Playgrounds open with elevated sanitation schedule (see attachment “A”).
- Shelter and Lodge reservations are permitted following recommended health guidelines for public gatherings of 10 or less people (see attachment “C”).
- If you become ill during your camping stay with us, please notify the Park Ranger

**Level 3 – Campgrounds Open With Standard Operations:**

- Level 3 protocol will not be considered until the Iowa Department of Natural Resources enacts a similar level of operation.
- All camping units allowed.
- Restroom and shower sanitation to follow standard protocols.
- 14-day limit in effect
- No restrictions on gatherings. Social distancing personal responsibility of the camper.
- Firewood sales return to normal.
- The processing of registration envelopes and money handling to follow department protocols (see attachment “B”).
- The use of face coverings by employees and campground hosts is required per county policy.
- Playgrounds return to normal.
- Day-and overnight reservations/rentals including cabins and shelters return to normal.

**General Guidelines:**

When opening facilities under each level, appropriate signage should be placed at the point of entry so the public knows the level of service being provided.

## Attachment A

### Standard Operating Procedures for Cleaning Restrooms and Shower Houses

#### First and most important protect yourself:

Wear the proper personal protective equipment -Nitrile gloves, safety glasses, goggles if you wear eyeglasses, covering, and shields if available.

#### Disinfectant Product

##### DISINFECTANT – MIX RATIO

- Disinfectant solution mixture rate will be **1/3 Cup of Bleach to 1 Gallon of water.**
- Mixture rate for 32 oz. bottles is **4 teaspoons bleach to 32 oz. of water.**
- Please make sure you have the appropriate label on the outside of the bottle, as this is the law.
- Any germicidal general purpose bathroom cleaner.

#### Restrooms

Restrooms to be cleaned once a day. Restrooms to be closed to public access with signage while park staff clean the restrooms. Toilets, toilet paper dispensers, urinals, handles, sinks and door handles (interior & exterior) to be sprayed with disinfectant and allowed to dry for 10 minutes before wiping down. Glass cleaner to be used for cleaning mirrors. Trash can to be emptied and cleaned with disinfectant. Floors should be mopped with a bleach cleaning solution mixed per label instructions.

The use of power washers in the restroom will be discouraged except for the worst-case scenario. Foaming hand soap will be provided in restrooms with running water.

#### Shower Stalls

Showers to be cleaned once a day. Showers to be closed to public access with signage while park staff clean the showers with bleach disinfectant solution. Shower handles, shower heads, shower doors, shelves, benches and door handles to be sprayed with disinfectant solution and allowed to dry for 10 minutes before wiping down. Trash can to be emptied and cleaned with disinfectant. Floors should be mopped with a bleach cleaning solution mixed per label instructions.

#### Pop Machines

The front of each machine will be sprayed and wiped down with disinfectant a minimum of once per day.

## Attachment B

### Standard Operating Procedures for Campground Envelope/Money Handling

- 1. Collect registration envelopes from the money post and put them into a money bag.**  
When collecting the envelopes from the money post, either wear gloves or sanitize your hands immediately after collection (there should be hand sanitizer in every vehicle). When you get back to the shop, wash your hands for 20 seconds.
- 2. Wait at least 24 hours from collection of money to processing the envelope.**  
Deposits collected early in the week could wait longer. Those collected near the end of the week could be processed the following week.
- 3. Process the envelopes/money as per usual procedure while wearing nitrile gloves.**  
**Do not touch your nose, eyes or mouth and wash your hands** immediately after you are finished. Do not rely on hand sanitizer to properly disinfect your hands after handling any currency.
- 4. Clean any computer station that was used to produce the Revenue Coding Sheet.**  
Be sure to use the proper cleaner of isopropyl alcohol (70 percent) solution and a soft cloth.
- 5. Put the money and envelopes in a clean cloth money bag and transport for deposit.**
- 6. Sanitize money bag(s) used in this process with disinfectant spray and allow to dry.**

## Attachment C

### Standard Operating Procedures for Cleaning Shelters & Playgrounds

#### **First and most important – PROTECT YOURSELF**

Wear the proper personal protection equipment (PPE's).

This should include nitrile gloves, safety glasses or goggles if you wear eyeglasses, covering and aprons if you are mixing solutions. Please do this in a well-ventilated area.

- **Due to the sensitive nature of furniture and fixtures in camping cabins we will be using CID – Foam Germicidal General Purpose Bathroom Cleaner**

#### **DISINFECTANT – MIX RATIO**

- Disinfectant solution mixture rate will be **1/3 Cup of Bleach to 1 Gallon of water.**
- Mixture rate for 32 oz. bottles is **4 teaspoons bleach to 32 oz. of water.**
- Please make sure you have the appropriate label on the outside of the bottle, as this is the law.
- Any germicidal general purpose bathroom cleaner.

Paper towels may be used to wipe down surfaces with the disinfectant spray.

**FACILITIES - This will cover the majority of items that will need to be disinfected including, break rooms, restrooms, outdoor equipment such as playgrounds, benches, etc.**

Spray any fixture with disinfectant that may be touched by people including door handles, sink handles, toilet flush handles, toilet seats, sinks, counter tops, tables, chairs, etc.

Spray disinfectant has a minimum wet contact period to kill COVID-19. Typically you must wait 10 minutes before wiping down to dry. Be aware bleach can be corrosive, especially to metal so use caution. The areas should be dry before people are allowed to touch them so in some areas this may require wiping them dry following the minimum wet contact period.

Fabric material may be sprayed with an aerosol spray such as Lysol, etc.

If applicable, air filters should be cleaned or replaced frequently.