

## Protocols for Small Water Vessel Charters and Recreational Equipment Rental

### Recent Updates (Changes are highlighted in yellow):

**6/2/2021:** Employee and visitor screening language has been updated to align with updated DPH screening guidance. Cleaning guidance has been updated to align with updated CDC cleaning guidance. Small Water Vessel charters must comply with the occupancy limits and infection control modifications established by the County Protocol for Informal Social Gatherings. Charters that are comprised only of fully vaccinated individuals are not subject to masking or physical distancing requirements. Charters that provide food service within 3 miles off the coastline are required to have food permit from Environmental Health, and must follow the Protocol for Restaurants, Appendix I.

COVID-19 case rates, hospitalizations, and deaths have decreased some and appear to be stable, but COVID-19 continues to pose a high risk to communities and requires all people and businesses to take precautions and modify operations and activities to reduce the risk of spread. The requirements below are specific to businesses offering small water vessel charters, and those providing rental recreational equipment. These companies must be in compliance with the conditions laid out in this Checklist. Charters that provide food service within 3 miles off the coastline are required to have food permit from Environmental Health, and must follow the Protocol for Restaurants, Appendix I.

In the protocols that follow, the term “household” is defined as “persons living together as a single living unit” and shall not include institutional group living situations such as dormitories, fraternities, sororities, monasteries, convents, or residential care facilities, nor does it include such commercial living arrangements such as boarding houses, hotels, or motels.<sup>1</sup> The terms “staff” and “employee” are meant to include employees, volunteers, interns and trainees, scholars and all other individuals who carry out work at the site. The term “visitors” or “customers” should be understood to include members of the public and others who are not staff or employees who spend time at the business or site. The terms “establishment”, “site”, and “facility” both refer to the vessel, building, grounds, and any adjacent buildings or grounds at which permitted activities are conducted.

For purposes of this protocol, people are considered fully vaccinated against COVID-19 at  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

Proof of full vaccination must be shown to the vessel operator/event organizer. The following are acceptable as proof of “full vaccination” against COVID-19:

- 1) A photo identification of the person; and
- 2) proof of full vaccination against COVID-19, such as the person’s vaccination card (which includes name of person vaccinated, type of COVID-19 vaccine provided and date last dose administered) OR a photo of the attendee’s vaccination card as a separate document OR a photo of the attendee’s vaccine card stored on a phone or electronic device OR documentation of full vaccination against COVID-19 from a healthcare provider (which includes name of person vaccinated and confirms that they are fully vaccinated against COVID-19). If one of these criteria is not met or the person cannot show such documentation, the person is not considered to be fully vaccinated. Proof must be shown to the vessel operator/event organizer prior to entry into the event or to boarding.

<sup>1</sup> Los Angeles County Code, Title 22. §22.14.060 - F. Family definition. (Ord. 2019-0004 § 1, 2019.)

[https://library.municode.com/ca/los\\_angeles\\_county/codes/code\\_of\\_ordinances?nodet=TITLE22PLZO\\_DIV2DE\\_CH22.14DE\\_22.14.060F](https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodet=TITLE22PLZO_DIV2DE_CH22.14DE_22.14.060F)

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

**All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

**Business name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**Date Posted:** \_\_\_\_\_

#### **A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- All employees have been told not to come to work if sick and to follow DPH guidance for self-isolation if applicable.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the **2021 COVID-19 Supplemental Paid Sick Leave Law.**
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Entry** screenings are conducted before employees, **vendors, and delivery personnel** may enter the workspace, in compliance with the **LAC DPH Entry Screening guidance**. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and **whether** the employee is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the

employees' arrival. A temperature check should also be done at the worksite if feasible.

- Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for that day.
- Positive Screen (Not Cleared):
  - If the person was not fully vaccinated<sup>2</sup> against COVID-19 and had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter or work in the field and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at [ph.lacounty.gov/covidquarantine](http://ph.lacounty.gov/covidquarantine).
  - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter or work in the field and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at [ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation).
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-8993 or (213) 240-7821 or online at [www.redcap.link/covidreport](http://www.redcap.link/covidreport). If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The mask is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directive, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. All employees must wear a face covering at all times except when the employee is alone in a private office with a closed door or when eating or drinking.
- Employees are instructed to wash, if applicable, or replace their mask daily after use.
- To ensure that masks are worn consistently and correctly, employees are prohibited from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers. COVID-19 transmission is more likely to occur when employees are present together when not wearing face coverings.
- Occupancy is reduced and space between employees is maximized in any room or area used by employees for meals and/or breaks. This has been achieved by:
  - Posting a maximum occupancy sign that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
  - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.

<sup>2</sup> People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

- Where possible, outdoor break areas have been created and are equipped with shade covers and seating that enables employees to maintain a 6-foot physical distance at all time from others.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for employees who are screening others for symptoms or handling commonly touched items.
- Staggered start times for staff and split shifts are put in place to limit the number of staff on site at team meetings, at lunch breaks, and during departure times.
- As much as possible,** staff meetings are held in open air spaces in order to maintain physical distancing.
- No visitors or sales representatives are allowed on or within the facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms **as much as possible.**
- Employees are permitted adequate time to wash or sanitize their hands as needed.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break areas to assure that masks are worn consistently and correctly.
- To the extent possible, each worker is assigned their own tools, equipment, and defined workspace.
- Sharing held items is minimized or eliminated.
- Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- Management will set guidelines for cleaning facilities daily; with more frequent cleaning of all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.).
- All workstations are separated by at least six feet.
- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in all areas of the store. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Employee restrooms are not available for customer use.
- Break rooms, restrooms and other common areas are **cleaned at the frequency listed below, but not less than once daily,** on the following schedule:
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- A copy of this protocol has been distributed to each employee.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:  
\_\_\_\_\_

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- Indoor portions of the business **or boat may be open at 75% maximum occupancy based on applicable**

- building or fire code. Steps are taken to prevent crowding in indoor spaces by encouraging passengers and customers to use outdoor spaces where possible.
- Maximum indoor capacity based on 75% occupancy: \_\_\_\_\_
  - Charters are subject to the safety modifications and occupancy limits set forth in the County Protocol for Informal Social Gatherings: Appendix CC.
  - Fully Vaccinated Charters: For charters where ALL guests are fully vaccinated against COVID-19 and the event holder verifies ALL attendees' full vaccination status, the charter operations may be altered as follows, in compliance with the DPH Private Events Protocol [Appendix BB](#):
    - If the activities are outdoors and all attendees show proof of being fully vaccinated prior to entry/boarding, occupancy is limited to 100 people or fewer and face masks are not required.
    - If the activities are indoors and all attendees show proof of being fully vaccinated prior to entry/boarding, occupancy is limited to 50 people or fewer, and face masks are not required. Maximum indoor occupancy limits may be exceeded.
    - If the event is both indoors and outdoors and all attendees show proof of being fully vaccinated prior to entry/boarding, occupancy is limited to 50 people or fewer and masks are not required. Maximum indoor occupancy limits may be exceeded.
    - Attendees need not maintain a physical distance from other guests, including for any seating arrangements. Attendees must still maintain at least a six-foot physical distance from all employees of the establishment or any performances/speakers.
    - Attendees may move freely around the event space while consuming food and beverages, provided that the event space is contained, and attendees do not come in contact with individuals who are not attendees at the event.
    - Employees who are working at such an event and are not fully vaccinated must wear both a face shield and a face mask that is more effective at protecting individuals from airborne transmission of COVID-19, such as fit-tested N95 or double-masks.
  - The number of individuals allowed in interior spaces of a water vessel, such as a cabin, shall be limited to allow for physical distancing of 6 feet or more, unless all individuals are fully vaccinated, except for guests of one household that does not have fully vaccinated people (including children) living in it and none of the members of that household are at high risk of developing severe illness or death from COVID-19.
  - Inform customers of all safety protocols ahead of time.
  - All employees and customers must use face masks at all times, except when eating in designated dining areas.
  - Reservations are required and customers are encouraged to pre-pay using debit/credit cards at the time of reservation.
  - Physical space between employees and customers increased (e.g. partitions, plexiglass at point of sale locations)
  - Reservations are no less than 10 minutes apart. Customers are encouraged to come to the facility no more than 10 minutes before the time expected to start the charter.
  - Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public inside the charter office.
  - Customers are encouraged to leave the property immediately once their charter time has expired.

## C. MEASURES FOR INFECTION CONTROL



- ❑ The HVAC system at the charter building is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. Consider keeping windows and doors open if it is safe to do so, using portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. See California Department of Public Health Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments for detailed information.
  - Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- ❑ Visitors arriving at the establishment are reminded to wear a face mask at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. The face mask is to be worn, covering both the nose and mouth at all times when in contact or likely to come into contact with others. Persons who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. This applies to all adults and to children 2 years of age and older. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- ❑ Entry screening is conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
  - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for that day.
  - Positive Screen (Not Cleared):
    - If the person has had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine).
    - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at [ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation).
- ❑ Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ❑ Public counters and service windows are cleaned at least once daily or more frequently if determined necessary, with disinfectant effective against COVID.
- ❑ Employees are assigned to clean high touch surfaces once daily or more frequently if determined necessary.
- ❑ High-touch surfaces and common areas of the water vessel and each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ❑ Employees are assigned to clean rental equipment and the water vessel between uses.
- ❑ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to customers at or near each entrance to the facility at any restrooms, and other main points of contact.
- ❑ All restrooms are checked frequently and cleaned at least once daily or more frequently if determined

**necessary.** Doors are propped open when possible to minimize touching of door handles or surfaces.

- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly  
Describe:  
\_\_\_\_\_
- Where possible, hands-free devices, including motion sensor lights, automatic soap and paper towel dispensers and timecard systems have been installed.
- Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently **if determined is necessary.**
- Hand sanitizer (with at least 60% alcohol) and/or hand washing facilities, including soap, water, and paper towels, must be made available to customers on the water vessel.
- Drinking fountains and water coolers have been removed or covered.
- Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.
- Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):  
\_\_\_\_\_

#### D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol **or the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate** is posted at all public entrances to the facility. For more information or to complete the COVID-19 safety compliance self-certification program, visit <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage at the entry, where customers line up and highly visible locations that notifies employees and patrons of occupancy limits, requirements to maintain social distancing and that face masks are required at all times. Signage should also caution patrons about not overexerting themselves while wearing a face mask and exercising. See the County DPH COVID-19 Guidance webpage for additional resources and examples of signage that can be used by businesses.
- Instructional and informational signage is posted throughout the outdoor facility regarding infection control, physical distancing, and the use of face coverings.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies in regard to preordering, prepayment, pickup and/or delivery and other relevant issues.
- Instructional signage is posted on the water vessel regarding physical distancing.
- Friendly, yet firm communication with any patron violating the required safety protocols is carried out. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local outdoor recreation rental businesses.

#### E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

You may contact the following person with any questions or comments about this protocol:

**Business Contact Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_

**Retired - Not in Effect**