

Protocols for Small Charter Services: Appendix C

Recent Updates:

- 5/5/21 - This protocol is effective as of May 5, 2021. Los Angeles County, including Long Beach, is subject to the Yellow Tier under the State's Blueprint to a Safer Economy. Small charter services may increase their indoor capacity up to a maximum of 75% of total vessel capacity where all attendees are either fully vaccinated or attendees show proof of a negative COVID-19 test conducted 72 hours prior to attendance in accordance with the requirements in the Blueprint for a Safer Economy Chart which may be found at https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-September_2020.pdf. Changes highlighted in yellow.
- 4/16/21 – Capacity of a vessel is limited to no more than 50% of the maximum occupancy of the vessel.

This protocol is to be completed by small charter services, including, fishing chartered boat, and small group guided tours. In addition to the conditions imposed on these operations by the State Health Officer for outdoor recreation operators, which may be found at <https://covid19.ca.gov/industry-guidance/>, businesses must also be in compliance with this protocol. This protocol must be implemented and posted prior to operation.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

Small charter services may increase their indoor capacity up to a maximum of 75% of total capacity where all attendees are either fully vaccinated or attendees show proof of a negative COVID-19 test conducted 72 hours prior to attendance in accordance with the requirements in the Blueprint for a Safer Economy Chart which may be found at https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-September_2020.pdf

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

All Small Charter Services must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name: _____

**TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV**

Facility Address: _____

A. RESTRICTION ON RENTALS

- The number of people on a vessel is limited to no more than 50% of the maximum occupancy of the vessel.
Maximum number of persons in the facility are limited to: _____
- Customers are required to wear face coverings at all times while at the facility and while on the vessel. Cloth face coverings should not be placed on young children under age 2, anyone who a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- Physical distancing of at least 6 feet must be maintained between (1) staff/crew and customers and (2) between members of different households.
- When outfitting people with helmets, gear, protective clothing, lifejackets, or other items, workers should maintain physical distance. Where possible, workers should demonstrate how to properly don and doff equipment rather than breaking physical distance to assist.
- 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.
- 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 6ft or more.
- 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.
- Employees are assigned to disinfect rental equipment and the water vessel between uses.
- Instructional signage is posted on the water vessel regarding physical distancing.

B. GENERAL FACILITY & CHARTER RESTRICTIONS

- Customers are required to wear face coverings at all times while at the facility and while on the vessel. Cloth face coverings should not be placed on young children under age 2, anyone who a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- Rental equipment must be available on the charter or made available to customer in accordance with Outdoor Equipment Rental Services Protocols (Appendix D).
- Instructional and informational signage is posted throughout the outdoor facility regarding infection control, physical distancing, and the use of face coverings.
- Inform customers of all safety protocols ahead of time.
- Reservations are required and customers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- On-site payment of fees is done from an existing outdoor facing starter window or from a check-in table outside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay. Touchless payment is used, where feasible.
- Encourage payment by gift, debit, or credit card.

**TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV**

-
- Physical space between employees and customers increased (e.g. partitions, plexiglass at point of sale locations)
 - Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
 - Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to customers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
 - 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.
 - Trash cans are touchless. Lids have been removed if present.
 - All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
 - Retail sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
 - Customers are required to leave the property immediately once their charter time has expired. No congregating or tailgating in the parking lot is allowed.
 - Any education or explanation of how to use rental equipment or safety instruction for the charter must be done by video or staff must be 6ft from customers.
 - This protocol is posted in a location visible to employees and the public.

C. FOOD AND BEVERAGE

- Dine-in restaurants, bars, snack bars, and other concessions must be run in accordance with current orders and guidelines for restaurants in the Restaurant Protocol.
- All self-service food stations should be closed, including coffee machines, soda fountains, or toasters.
- Where possible, customers and visitors should order food items online or over the phone and food should be available for pick-up. Walk-up snack bars or concession services should be available for pick-up of pre-ordered items. If pre-ordering is not available, ensure visitors maintain physical distancing when ordering food items.
- Snack bars and concessionaires should sell pre-packed and individually wrapped food wherever possible. Wrap silverware or plasticware individually within a napkin so people are not picking them out of a group of utensils in a basket, cup, or box.
- Potlucks or similar family style eating and drinking events that increase the risk of cross contamination are prohibited.

D. DISINFECTING PROTOCOLS

- Point of sale station screen/monitor is disinfected after each transaction with disinfectant effective against COVID-19
- High touch areas are wiped down regularly.
- Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- Provide for disinfecting all payment portals, pens, and styluses after each use.

**TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV**

- Employees assigned to disinfect high-touch surfaces frequently
- 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 assigned to disinfect rental equipment and the water vessel between uses.
- Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public anywhere there is high-frequency employee interaction with members of the public.

E. EMPLOYEE PROTOCOLS

- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should 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.
- 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. No one is allowed to congregate in groups.
- 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.
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.
- Employees have been reminded to adhere to personal prevention actions including:
 - Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
 - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your

**TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV**

hands immediately. If you do not have a tissue, use your elbow (not your hands).

- Do not touch your mouth, eyes, nose with unwashed hands.
 - Avoid contact with people who are sick.
 - Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
 - Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
 - Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
 - Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- Copies of this Protocol have been distributed to all employees.
 - Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):
 - Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
 - Soap and water are available to all employees at the following location(s):

F. END OF SHIFT PROCEDURES

- Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.
- All staff members are required to leave the property immediately after their shift.
- Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

G. MONITORING PROTOCOLS

- Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local charter businesses.
 - Any patron who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.
-

**TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV**

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:

**TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV**