

MARCUS J. MOLINARO
COUNTY EXECUTIVE



A.K. VAIDIAN, MD, MPH
COMMISSIONER

COUNTY OF DUTCHESS
DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

May 2020

Dear campground, seasonal temporary residence, or cooperative organization (co-op) property operator:

The Commissioner's Order restricting the operation of campgrounds, seasonal temporary residences, and cooperative properties is in effect until May 30, 2020. A COVID-19 plan needs to be developed and submitted by campground and seasonal temporary residence operators prior to permit issuance. Seasonal co-op operators are encouraged to develop a written COVID-19 plan.

In certain circumstances however the State or County has the authority to direct programs to close under emergency orders. In addition, as a campground, seasonal temporary residence, or seasonal bungalow community operator, you are free to close your own programs should you wish to do so. If your program does close, please remember to notify DBCH.

Campground and seasonal temporary residence operators, permitted by DBCH are hereby required to develop a written COVID-19 plan, acceptable to this Department, that will identify the control and response measures that will be implemented at your facility during the COVID-19 pandemic.

Please use the attached form to document the COVID-19 plan for your facility and submit the completed plan to the Dutchess County Department of Behavioral & Community Health for review for approval by email at ehs@dutchessny.gov or by fax at (845)486-3545.

Once your plan is accepted by DBCH, you will be required to implement the approved COVID-19 plan for your facility until you receive written notification from DBCH indicating otherwise. In doing so, please remember that you are required to ensure that your operation complies with any State or County Orders (currently, food service is limited to take-out or delivery, facial covering is required in a public setting if social distancing cannot be maintained, and recreation areas such as pools, bathing beaches, and playgrounds are required to be closed).

Please visit our website for information and updates at:
<https://www.dutchessny.gov/Coronavirus>

Thank you for your role in helping reduce the spread of illness.

James D. Fouts
Associate Public Health Sanitarian

enclosure

May 2020

Written COVID-19 plan for campgrounds and seasonal temporary residences

Facility Name Forest Lake Country Club, Inc.

Address Hibiscus Circle, Hopewell Junction, NY 12533

Operator's Name Brian Scally, Board President Phone number 914-774-3066

Type of facility (circle) **Seasonal Temporary Residence** Bungalow Colony Campground

Capacity and type of accommodations (indicate type and number)

RV _____ Tent/trailer sites _____ Cabins _____ Rooms _____ Units 102

Dates of operation Month/day May 1 to October 31

1. How will you keep your guests informed of the rules you need them to follow to prevent the spread of COVID-19?

A notification was sent to all FLCC shareholders, which included:

- The NYS guidelines for Public Safety: Large Gatherings from the governor's office
- Guidance from the Dutchess County Department of Behavioral & Community Health Department and CDC, entitled, *Encouraging Everyone to Wear Cloth Masks*
- All shared spaces, i.e. Social Hall and Canteen would be closed
- All lakeside chairs and benches have been removed
- Cooperators were urged to wear a mask when using the laundry room and to wipe all machines with antibacterial wipes when done
- To ensure the safety of our staff and cooperators, we instituted a one- week waiting period after the maintenance crew turns on the water before occupying the bungalow
- No entertainment has been scheduled

This information has been sent to each Shareholder via email, in the Spring Newsletter and is posted on our community website. Updated information related to COVID-19 will be distributed to Shareholders in the same manner.

2. How will you implement and enforce social distancing?

Group events have been cancelled. All entertainment and annual events for the season, such as the Community BBQ and Bingo have been cancelled since social distancing would be problematic. All Shareholders have received the NYS guidelines for social distancing.

3. How will you prevent gatherings?

All community events have been cancelled for the season to prevent gatherings. Shareholders will be advised that visitors are not allowed and the same stay-at-home order, which applies to their permanent home, applies to our summer residence.

4. How will you promote and facilitate hand hygiene?

The only shared space available to Shareholders this season is the laundry room. Shareholders have been advised to wear a facemask and gloves when using the laundry rooms. Hand sanitizer and antibacterial wipes will be placed in each laundry room as a precaution. Posters promoting hand hygiene will be posted in each laundry room.

5. How will you promote and facilitate respiratory hygiene?

Shareholders have been sent Guidance from the Dutchess County Department of Behavioral & Community Health Department and CDC, entitled, *Encouraging Everyone to Wear Cloth Masks*. We will continue our practice of using contained garbage receptacles, which are emptied twice weekly. We will monitor the need for more receptacles as the season progresses.

6. How will you prevent employees from working while they are sick?

The board of directors will keep an open line of communication with the two FLCC employees on the maintenance staff. We will monitor their health and provide them with any sick leave needed. We will ensure that they self-quarantine if they become infected.

7. How will you prevent guests from exposing other guests to COVID-19?

Our Shareholders live in separate units. There are no shared living spaces. We will encourage all Shareholders to follow the NYS Guidelines on social distancing and wearing face coverings, which were sent to them via email. Via email and on our website, we will post the most common symptoms of COVID-19 so that they can contact a health provider if they experience any symptoms, as well as information on local urgent care centers, testing sites and hospitals. We will require Shareholders who develop COVID-19 related symptoms to self-isolate.

8. How are you going to keep the shared facilities clean and disinfected? Describe your procedure and product used for frequent disinfection of high touch surfaces in your facility. How often will disinfection occur, who will perform the disinfection and what protective equipment will be used? How will these people be trained to do this important task? Here is the EPA's list of disinfectants effective against coronavirus: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf. Alternatively, you may prepare a 2% bleach disinfection solution by adding one tablespoon of household bleach to a quart of water.

As our two community rooms will be closed for the season, the only shared spaces at FLCC are the three laundry rooms. The maintenance staff will wipe all washers and dryers with a 2% bleach disinfection solution every two days. The maintenance staff has been directed to wear a face covering and gloves. They have been provided with both. They will use paper towels to wipe down the machines and throw them directly into the covered trash receptacles.

9. In order to facilitate contact tracing, will you keep records of guests and their contact information?

We currently have a directory of all Shareholders, which includes their home address, telephone number and email.

10. Are you planning to modify the capacity of your facility or the location of guest accommodations during the COVID-19 pandemic?

We are not modifying the capacity of our facility, as all units are privately owned. We have no guest accommodations.

11. Describe your procedure for check-in. Are you able to perform check-in on-line or remotely? Do guests need to enter the office?

Shareholders are not required to check-in nor do they need to enter any office.

12. Does your facility have a playground, swimming pool or bathing beach? If so, what is your plan for these features?

The playground has been corded off with caution tape. The pickleball and volleyball court nets have not been set up. The gates to the lake have been locked to prevent entrance. The swimming docks have not been installed. The boats remain locked inside the Social Hall. All benches and beach chairs remain stored under lock and key.

13. Are you modifying or eliminating any programs/congregation areas such as meeting rooms to help to maintain social distancing?

Both the Social Hall and the Canteen, the only two areas where meetings or activities occur, have been locked. All entertainment for the season has been cancelled.

14. Does your facility have communal bathrooms or showers? What control measures will be in place to help prevent exposure to coronavirus?

There are no communal shower areas. There is one bathroom in the social hall which has been locked to all Shareholders. The board of directors has cancelled the delivery of the Port-a-Potty.

15. Does your facility have a camp store, snack bar, or other vending area? If so, describe your procedure for operation. Please remember that food service operations can only offer take out or delivery of food at this time.

We do not have any food services, including vending.

16. Describe your method to identify guest/staff suspected or confirmed illness(es) and report the illness(es) to DBCH within 24 hours.

Via email and on the FLCC website, the board of directors will direct any Shareholder displaying symptoms of COVID-19 to notify the board president, Brian Scally. He will then direct them to report the illness to DBCH within 24 hours.

17. Is there any other information that you would like to include?

The Board of Directors of Forest Lake Country Club, Inc. wants to assure you that we share your concern for the health and safety of the residents of Dutchess County during the current COVID-19 health emergency. Our dedication to this matter is evidenced in the restrictions and precautions we implemented in our own community before receiving your April 8 letter restricting the opening of our seasonal community.

Lastly, we feel it is important to distinguish how our community is different from the other facilities listed in the Commissioner's Order, most notably, children's camps and campgrounds. FLCC is a cooperative summer community consisting of 102 privately owned units. Although we provide approximately eight community activities that take place in our Social Hall or lakeside, we do not provide meals or schedule any on-going activities as campgrounds might. By closing our shared spaces and canceling our entertainment for the season, we will operate as any Dutchess County permanent homeowner with the full intention of following the NYS and Dutchess County guidelines regarding the COVID-19 pandemic.

Attach your facility rules and additional information as needed.

Operator name Brian Scally Date May 13, 2020

Operator signature *Brian T. Scally*

By signing this plan, you are affirming that the procedures will be implemented and enforced at your facility. These control measures may not prevent the transmission of COVID-19 at your facility. These procedures must remain in place until you have received written approval from DBCH that the control measures can be modified or discontinued.

DBCH Use Only

Plan reviewed by _____ Date _____

Plan acceptable Yes _____ No _____

Notification of plan acceptance to operator Yes _____ Date _____

Comments _____

