

Cleaning Procedures for Council Camping Programs During COVID
Version 3 as of May 1, 2021

The following are established guidelines for cleaning designated facilities used on Council Properties. For Council and District events/activities that occur on other locations, these procedures should be used to maintain clean facilities the event/activity may be using.

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Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Lost Pines Pool Dressing Rooms

Cleaning should take place at least twice a day, generally at lunch and at the end of the day (or at the end of the event)

Needed supplies:

- Gloves
- Simple Green or alternative household cleaning spray
- Toilet Brush
- Paper Towels
- Trash Bags
- Broom/Dust Pan

Cleaning Steps:

1. Spray and wipe down door handles, toilets, sink, and any area that may be a high-contact surface (e.g., metal railings).
 - Do not spray or wipe down the wood. Chemicals may damage wooden surfaces.
2. Throw away any trash.
3. Sweep out dressing room.
4. Place all supplies back in utility closet.

ALL Bathhouses

(EXCEPT Lost Pines: Smith Bathhouse in the old staff area)

Cleaning should take place at least twice a day, generally at lunch and at the end of the day (or at the end of the event)

Needed supplies:

- Gloves
- Simple Green or alternative household cleaning spray
- Toilet Brush
- Paper Towels
- Trash Bags
- Broom/Dust Pan

1. Spray and wipe down door handles, toilets, sink, and any area that may be a high-contact surface (e.g., metal railings).
 - Do not spray or wipe down the wood. Chemicals may damage wooden surfaces.
2. Flush the toilet.
 - If the toilet does not flush, get the plunger and fix it. If you are unable to fix it, lock the stall and let the Ranger know.
3. Spray down the toilet, including the seat, underseat, inside the bowl, and outside the bowl.
 - Scrub the inside of the toilet bowl with the toilet brush.
 - Wipe down the surface to the floor, tank, tank top, flusher, and all sides of the toilet.
 - Wipe down ALL parts of the toilet with a paper towel.
4. Spray down the sink, counter, mirror, soap dispenser, shower head, shower handle, and any other areas that are high-contact. Wipe down those surfaces with a paper towel.
5. If the room is equipped with a soap dispenser, refill it to at least ½ full (DO NOT FILL TO THE TOP).
6. Collect any trash from the room.
 - Trash should be taken to the dumpster or other designated collection point.
 - Do not leave trash bag on the trail or outside the bathhouse.
7. Sweep the room out.
8. Replace any toilet paper and/or paper towels (as needed).
9. Return any cleaning supplies to the utility closet.

Note: If there are metal handicap rails, avoid the use of bleach as this will cause rust.

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Lost Pines SMITH Bathhouse

Cleaning should take place at least twice a day, generally at lunch and at the end of the day (or at the end of the event)

Needed supplies:

- Gloves
 - Simple Green or alternative household cleaning spray
 - Toilet Brush
 - Paper Towels
 - Trash Bags
 - Broom/Dust Pan
1. Spray and wipe down door handles, toilets, sink, and any area that may be a high-contact surface (e.g., metal railings).
 - Do not spray or wipe down the wood. Chemicals may damage wooden surfaces.
 2. Flush the toilet.
 - If the toilet does not flush, get the plunger and fix it. If you are unable to fix it, lock the stall and let the Ranger know.
 3. Spray down the toilet, including the seat, underseat, inside the bowl, and outside the bowl.
 - Scrub the inside of the toilet bowl with the toilet brush.
 - Wipe down the surface to the floor, tank, tank top, flusher, and all sides of the toilet.
 - Wipe down ALL parts of the toilet with a paper towel.
 4. Spray down the sink, counter, mirror, soap dispenser, shower head, shower handle, and any other areas that are high-contact. Wipe down those surfaces with a paper towel.
 - This bathhouse still has wooden counters, so DO NOT USE BLEACH!
 5. If the room is equipped with a soap dispenser, refill it to at least ½ full (DO NOT FILL TO THE TOP).
 6. Collect any trash from the room.
 - Trash should be taken to the dumpster or other designated collection point.
 - Do not leave trash bag on the trail or outside the bathhouse.
 7. Sweep the room out.
 8. Replace any toilet paper and/or paper towels (as needed).
 9. Return any cleaning supplies to the utility closet.

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Tom Wooten Restroom/Shower Stalls

Cleaning should take place at least twice a day, generally at lunch and at the end of the day (or at the end of the event)

Needed supplies:

- Gloves
 - Simple Green or alternative household cleaning spray
 - Toilet Brush
 - Paper Towels
 - Trash Bags
 - Broom/Dust Pan
1. Spray and wipe down door handles, toilets, sink, and any area that may be a high-contact surface (e.g., metal railings).
 - Do not spray or wipe down the wood. Chemicals may damage wooden surfaces.
 2. Flush the toilet (*if equipped*).
 - If the toilet does not flush, get the plunger and fix it. If you are unable to fix it, lock the stall and let the Ranger know.
 3. Spray down the toilet, including the seat, underseat, inside the bowl, and outside the bowl.
 - Scrub the inside of the toilet bowl with the toilet brush.
 - Wipe down the surface to the floor, tank, tank top, flusher, and all sides of the toilet.
 - Wipe down ALL parts of the toilet with a paper towel.
 4. Spray down the sink, counter, mirror, soap dispenser, shower head, shower handle, and any other areas that are high-contact. Wipe down those surfaces with a paper towel.
 5. If the room is equipped with a soap dispenser, refill it to at least ½ full (DO NOT FILL TO THE TOP).
 6. Collect any trash from the room.
 - Trash should be taken to the dumpster or other designated collection point.
 - Do not leave trash bag on the trail or outside the bathhouse.
 7. Sweep the room out.
 8. Replace any toilet paper and/or paper towels (as needed).
 9. Return any cleaning supplies to the utility closet.

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Lost Pines Dining Hall

Cleaning should take place at least twice a day, generally after meals and at the end of the day (or at the end of the event)

Needed supplies:

- Gloves
- Simple Green or alternative household cleaning spray
- Toilet Brush
- Paper Towels
- Trash Bags
- Broom/Dust Pan

1. Spray and wipe down door handles, light switches, chairs, tables and any area that may be a high-contact surface.
 - Do not spray or wipe down the wood. Chemicals may damage wooden surfaces.
2. Flush the toilet in the back room (*if opened for use*).
 - If the toilet does not flush, get the plunger and fix it. If you are unable to fix it, lock the stall and let the Ranger know.
3. Spray down the toilet, including the seat, underseat, inside the bowl, and outside the bowl.
 - Scrub the inside of the toilet bowl with the toilet brush.
 - Wipe down the surface to the floor, tank, tank top, flusher, and all sides of the toilet.
 - Wipe down ALL parts of the toilet with a paper towel.
4. Spray down the sink areas, counter, mirror, soap dispenser, shower head, shower handle, and any other areas that are high-contact. Wipe down those surfaces with a paper towel.
5. If the room is equipped with a soap dispenser, refill it to at least ½ full (DO NOT FILL TO THE TOP).
6. Sweep the floors.
7. Collect any trash from the Dining Hall.
 - Trash should be taken to the dumpster or other designated collection point.
 - Do not leave trash bag on the trail or outside the bathhouse.
8. If using refrigerators clean inside and out using Bleach/water cleaning solution and wipe down with paper towels before and after “your” program day or weekend.
9. Clean windows by spraying onto paper towel and wiping down each window. Do not spray directly with mister.
10. At the end of the event, mop using rinsed out mop heads, cleaning liquid, and mop buckets. Rinse mops after and hang up to air dry. Dump and rinse the mop bucket.
11. Return any cleaning supplies to the utility closet.

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Pavilions (All Camps)

Cleaning should take place at least twice a day, generally at lunch and at the end of the day (or at the end of the event)

Needed supplies:

- **Gloves**
- **Simple Green or alternative household cleaning spray**
- **Toilet Brush**
- **Paper Towels**
- **Trash Bags**
- **Broom/Dust Pan**

- 1. Sweep out floors.**
- 2. If there is electricity at the Pavilion, clean all light switches and outlets by spraying paper towels and wiping down switches.**
- 3. Spray all picnic tables and seats with bleach/water cleaning solution and wipe down using paper towels.**
- 4. Empty all trash.**
- 5. Take all trash to the dumpster (or designated trash collection areas).**
- 6. Place all supplies back in utility closet.**

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Tom Wooten Hagn Dining Hall

Cleaning should take place at least twice a day, generally at lunch and at the end of the day (or at the end of the event)

Needed supplies:

- Gloves
- Simple Green or alternative household cleaning spray
- Toilet Brush
- Paper Towels
- Trash Bags
- Broom/Dust Pan

1. Spray and wipe down door handles, light switches, chairs, tables and any area that may be a high-contact surface.
 - Do not spray or wipe down the wood. Chemicals may damage wooden surfaces.
2. Sweep the floors.
3. Collect any trash from the Lodge.
 - Trash should be taken to the dumpster or other designated collection point.
 - Do not leave trash bag on the trail or outside the bathhouse.
4. If using refrigerators clean inside and out using cleaning solution and wipe down with paper towels before and after “your” program day or weekend.
5. Clean windows by spraying onto paper towel and wiping down each window. Do not spray directly with mister.
6. At the end of the event, mop using rinsed out mop heads, cleaning liquid, and mop buckets. Rinse mops after and hang up to air dry. Dump and rinse the mop bucket.
7. If using sinks clean using Bleach/water cleaning solution and wipe down with paper towels.
**Remember to dump out the 5 gallon buckets under sinks as the plumbing in Hagn Lodge does NOT work and drains into the 5 gallon buckets.
8. Return any cleaning supplies to the utility closet.

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Medical Lodge (*Lost Pines, Tom Wooten and Green Dickson*)

Cleaning should take place at least twice a day, generally at lunch and at the end of the day (or at the end of the event)

Needed supplies:

- Gloves
 - Simple Green or alternative household cleaning spray
 - Toilet Brush
 - Paper Towels
 - Trash Bags
 - Broom/Dust Pan
 - Mops, Mopping Cleaner, Mop Buckets
 - Hand Bottle sprayer with Bleach/water mix
 - Kitty litter
 - Bodily Fluid/Bloodborne Pathogen Spill Kit
1. Spray and wipe down door handles, light switches, chairs, tables and any area that may be a high-contact surface.
 - Do not spray or wipe down the wood. Chemicals may damage wooden surfaces.
 2. Sweep the floors.
 3. Spray and wipe down desks, counters, cabinets, and bed rails.
 - Spray both sides of the mattress cover. Let dry and change the sheet(s).
 - Take used sheet(s) to be washed/dried.
 4. Collect any trash from the Lodge.
 - Trash should be taken to the dumpster or other designated collection point.
 - Do not leave trash bag on the trail or outside the bathhouse.
 5. If using refrigerators clean inside and out using cleaning solution and wipe down with paper towels before and after “your” program day or weekend.
 6. Clean windows by spraying onto paper towel and wiping down each window. Do not spray directly with mister.
 7. At the end of the event, mop using rinsed out mop heads, cleaning liquid, and mop buckets. Rinse mops after and hang up to air dry. Dump and rinse the mop bucket.
 8. If using sinks clean using cleaning solution and wipe down with paper towels.
 9. Return any cleaning supplies to the utility closet.

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Lost Pines Lindsay Lodge

Training room and Kitchen

Cleaning should take place at least twice a day, generally at lunch and at the end of the day (or at the end of the event)

Needed supplies:

- Gloves
- Simple Green or alternative household cleaning spray
- Toilet Brush
- Paper Towels
- Trash Bags
- Broom/Dust Pan
- Mops, Mopping Cleaner, Mop Buckets

1. Spray and wipe down door handles, light switches, chairs, tables and any area that may be a high-contact surface.
 - Do not spray or wipe down the wood. Chemicals may damage wooden surfaces.
2. Sweep the floors.
3. Spray and wipe down counters and cabinets.
4. Collect any trash from the Lodge.
 - Trash should be taken to the dumpster or other designated collection point.
 - Do not leave trash bag on the trail or outside the bathhouse.
5. If using Kitchen, clean the sink, stove counters using cleaning solution and wipe down with paper towels.
 - **DO NOT USE BLEACH ON THE WOOD CABINETS**
6. If using refrigerators, clean inside and out using cleaning solution and wipe down with paper towels before and after “your” program day or weekend.
7. Clean windows by spraying onto paper towel and wiping down each window. Do not spray directly with mister.
8. Flush the toilet. If the toilet does not flush, get the plunger and fix it. If you are unable to fix it, lock the stall and let the Ranger know.
9. Spray down the toilet, including the seat, underseat, inside the bowl, and outside the bowl.
 - Scrub the inside of the toilet bowl with the toilet brush.
 - Wipe down the surface to the floor, tank, tank top, flusher, and all sides of the toilet.
 - Wipe down ALL parts of the toilet with a paper towel.
10. Spray down the sink, counter, mirror, soap dispenser, shower head, shower handle, and any other areas that are high-contact. Wipe down those surfaces with a paper towel.
11. If the room is equipped with a soap dispenser, refill it to at least ½ full (DO NOT FILL TO THE TOP).
10. At the end of the event, mop using rinsed out mop heads, cleaning liquid, and mop buckets. Rinse mops after and hang up to air dry. Dump and rinse the mop bucket.
11. Return any cleaning supplies to the utility closet.

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!

Lost Pines Staff Cabins

Cleaned and sanitized daily and at the end of the event upon departure.

Needed supplies:

- **Gloves**
 - **Simple Green or alternative household cleaning spray**
 - **Toilet Brush**
 - **Paper Towels**
 - **Trash Bags**
 - **Broom/Dust Pan**
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1. **Spray outside and inside all door handles with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
 2. **Sweep out floors.**
 3. **Clean all light switches and AC by spraying paper towels and wiping down with Bleach/water cleaning solution and wipe down using paper towel.**
 4. **Spray cabinets, with simple green and wipe down using paper towels.**
 5. **Empty all trash.**
 6. **Clean windows by spraying onto paper towel and wiping down each window. Do not spray directly with mister.**
 7. **Mop IF NECESSARY using rinsed out mop heads, mop cleaning liquid, mop buckets. Rinse mops after and hang up to air dry. Dump and rinse out mop bucket.**
 8. **Take all trash to the dumpster.**
 9. **Place all supplies back in utility closet at Pool.**

Please remove all bath products, soaps, hair care, etc. to the trash. No products should be shared!