



RESTARTING MAINE'S ECONOMY

COVID19 Prevention Checklist Industry Guidance

The State of Maine has adopted a staged approach, supported by science, public health expertise, and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at www.maine.gov/covid19/restartingmaine.

This is one of many industry guidance documents the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/DECD.

Please note: This document may be updated as additional information and resources become available.

Phase 1: Marinas, Boatyards, and Marine Manufacturers *Updated May 27, 2020*

Customers

- Inform your customers of your COVID policies and procedures in advance, if possible.
 - Customers should not come to facilities if they feel ill.
 - Maintain physical distance of 6 feet in any waiting or service areas
- Use posters and signage to remind customers of physical distancing at entrance, waiting areas, and counters.
- Encourage customers to limit who they bring into the marina business shop, particularly children.
- Support physical distance between customer and staff by taping off 6 feet distance from counter. Consider installation of plexiglass barriers to maximize physical distancing.
- Minimize foot traffic and limit number of customers inside common areas.
- Customers should not be allowed in work areas.
- Minimize shared touch surfaces such as tablets, pens, credit cards, receipts and keys.
- Boaters arriving by water: Out of state clients should refer to the most recent executive order regarding out-of-state quarantine.
- In the event an owner or other persons wish to work on their vessel, remind them about physical distancing policies. This is important to protect your employees as well.

Cleaning and Disinfection (Updated 5/27/20)

- Ensure that staffing of facilities is sufficient to enable enhanced cleaning and disinfection measures.
- Refer to the following documents for guidance on general cleaning and disinfection:
 - [COVID-19 Prevention Checklist General Guidance](#) (State of Maine)
 - [Cleaning and Disinfecting Your Facility](#) (CDC)
 - [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)
- For cleaning and disinfection of boats use the appropriate EPA approved material for the appropriate surface. For example:
 - Door handles, inside and out
 - Armrests
 - Steering wheel
 - Seats
 - Console
 - Any push buttons
 - Shift levers, throttle, choke, kill switch, cords, and knobs
 - Hazard lights and buttons
 - Cup holders
 - Rails

Marina Services

- Minimize customer face-to-face exposures as much as possible. Schedule service appointments by phone or email. Schedule sales appointments by phone or email.
- Maintain physical distancing in customer lounges or waiting areas or consider closing these spaces entirely. Suspend “self-service” food stations.
- Require staff to wear cloth face coverings when physical distancing is not possible and to practice good hand hygiene with frequent handwashing, especially between contact with other individuals and contact with shared items. (Updated 5/27/20)
- Provide staff training on: (Updated 5/27/20)
 - hand hygiene
 - physical distancing guidelines and expectations
 - monitoring personal health

- proper wear, removal, disposal of Personal Protective Equipment (PPE)
- laundering of face coverings and uniforms as listed below
- cleaning protocols as listed below (or per CDC)
- how to monitor personal health and body temperature at home.
- guidance on how to launder cloth face coverings and uniforms: [see CDC, Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](#)
- cleaning protocol, including how to safely and effectively use cleaning supplies.
- Consider staff training in safe de-escalation techniques.
- Consider customer boats as “hot spots” with high touch surfaces and some confined areas
- Cleaning and disinfecting of boats should be done after: (Updated 5/27/20)
 - Boat is brought in for service and when returned to customer
 - Boat is taken for a trial run
 - Used boat is taken in for trade or auction
 - Boat is received via delivery truck or other services
- Customers should declutter boats before service to minimize staff contact with items inside the boat.
- Create a designated “touch-free” drop spot for parts deliveries
- Request that vendors accessing the premises direct their employees to follow all social distancing guidelines and health directives issued by the applicable public authorities.
- Use signage to limit public access. (Updated 5/27/20)
- Boat launch services should adhere to the transportation guidance described in the [Guided Outdoor Activities checklist](#) on the Department of Inland Fisheries and Wildlife website. (Updated 5/27/20)
- Congregation on docks should be avoided.
- Encourage employees and customers to maintain 6 feet of physical distance (e.g. avoid walking onto a float or ramp until someone else has vacated the space).
- Remind employees and customers to hand wash or sanitize after touching dock lines, dock cart handles, fuel pumps, and hand railings.
- Keep pets leashed.
- Discourage customers from lingering or congregating on the premises.
- Consider adding sanitation options in key areas such as fuel pumps or near handrails.
- If your customers use launch ramps, remind them to maintain physical distancing during launching and hauling and only have their own crew handle lines.
- On the Water: If boats are rafting up, they must comply with current standards for number of people and physical distancing. If boaters are cruising to other marinas, suggest they call or

research if their destination has any limitations or restricted access for transient boaters.

(Updated 5/5/20)

Sales

- Marinas should consider modifying test drive policy to limit interaction between staff and customers. Boats should be disinfected after test drives. (Updated 5/27/20)
- To the extent possible, conduct online and telephone customer communication to minimize face-to-face interactions.
- Limit customers in office or showroom at any one time. Encourage customer to call ahead for urgent service visits. (Updated 5/27/20)
- Keep limited number of boats in showroom to enhance physical distancing. Boats in the showroom are also high-touch surfaces and need regular cleaning and disinfecting.
- Conduct paperwork in a spacious area for customer to review – sign – return, while maintaining physical distance of 6 feet. Do not share pens.
- Avoid special events/promotions that could draw large numbers of the public to the marina at one time.

Transactions (Updated 5/27/20)

- Limit cash and paper receipt transactions; promote “contactless” payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.)
- Wash hands or use alcohol-based hand sanitizer (at least 60% alcohol) after handling cash.
- Where possible, card readers should be placed in front of physical barriers so visitors can swipe their own cards and enter their codes. Card readers and keypads should be cleaned and disinfected frequently. Hand sanitizer should be made available for visitors before and after transactions.