



KEEP SAFE FROM COVID-19

HOTELS & MOTELS

PROTECT YOUR STAFF

- 1** Limit staff interaction - stagger breaks and encourage physical distancing.
- 2** Don't let Employees work when ill. Wait at least 3 days before returning to work.
- 3** Consider a sneeze guard or other physical barrier for employees who have face to face contact with guests.
- 4** Staff should wear gloves when cleaning. Consider other PPE equipment like cloth masks.
- 5** Do not shake dirty laundry
- 6** Educate employees on handwashing. Make sure staff is washing hands after cleaning and before eating or drinking

PROTECT YOUR GUESTS

- 1** Encourage guests to reserve & pay online and to call in requests
- 2** Allow an extra day for rented rooms to sit between guests, as soft surfaces are difficult to clean and sanitize between guests.
- 3** Launder all bedding between guests-this includes blankets and comforters. Remove decorative bedding.
- 4** Provide hand sanitizer in shared areas for public and staff use.
- 5** Disinfect commonly touched surfaces -remote controls, light switches or lamps, phones, doorknobs, cabinet knobs, refrigerator doors, railings and hair dryer
- 6** Consider using wrapped single service items

HOUSEKEEPING, CLEANING & SANITIZING

- Use 1/3 C bleach to 1 gallon water to make up disinfecting solution. Use in a spray or in your sanitizing bucket. Follow manufacturer guidance for other disinfectants.
- Disinfect High Touch areas hourly - Entrance & Exit Doors, tables, elevator buttons, water fountains, and ice/vending machines. Pens at the front desk and room keys/cards
- The front desk, need to be cleaned frequently. If possible, provide disposable disinfectant wipes to front-of-house staff to disinfect surfaces between guests.
- Launder all items according to the manufacturer's instructions. Use the warmest water and dryer settings allowed according to the manufacturer's instruction
- Provide and maintain adequate handwashing supplies (hand soap, running water, disposable hand towels, waste cans, etc.) and hand sanitizer.
- Post signs throughout the facility describing ways to prevent the spread of germs.