

## HOUSEKEEPING

Improved cleaning and disinfection protocols are added. The sanitation process should be followed required as detailed below.

Use Disinfectants and other cleaning chemicals proven to be effective against viruses, bacteria, and other pathogens in the air.

- Properly clean and disinfect surfaces regularly and increase the frequency of your surfaces sanitation.

- Stock levels of all cleaning and disinfection products should be increased.

Be sure to arrange an appropriate delivery schedule with suppliers to avoid any interruption of supply.

### Bathrooms, Elevators and Common Areas

1. Place Health and Safety posters that promote hand washing and disinfection that are clearly visible.
2. Have the following hands-free if possible. If not use dispenser.
  - a. Hand soap
  - b. Disposable paper napkins (one at a time)
3. Thoroughly clean and disinfect high-contact areas constantly used such as door handles, sink faucets and toilet handles, the handle of the towel dispenser, the thrust plates of the soap dispenser, the station to change diapers, counters, and the contact points of the garbage receptacle regularly.
4. Soap dispensers, paper towels and toilet paper must also be fully stocked. Be careful not to overstock the supply area (to avoid any pilferage)
5. Employees should monitor bathrooms more frequently ensuring that they do not require attention.
6. Add signs to common areas about the maximum recommended capacity and social distancing. Consider outdoor grill spacing, picnic tables, game rooms may be closed, etc.
7. Identify and post the capacity of elevators. Post a notice to just allow one person or family per elevator.

### Rooms and Laundry

1. All carts, baskets and equipment will have to be disinfected at the beginning and end of every shift.
2. Room attendant should clean and disinfect all surfaces of the room,

- |  |   |
|--|---|
| <input type="checkbox"/> all door, knobs & handles | <input type="checkbox"/> peephole               |
| <input type="checkbox"/> table and chairs          | <input type="checkbox"/> trash can              |
| <input type="checkbox"/> lamps,                    | <input type="checkbox"/> iron and ironing board |
| <input type="checkbox"/> light switches            | <input type="checkbox"/> hangers                |
| <input type="checkbox"/> thermostats               | <input type="checkbox"/> luggage racks          |
| <input type="checkbox"/> curtain wand              | <input type="checkbox"/> windows                |
| <input type="checkbox"/> refrigerator              | <input type="checkbox"/> mirror                 |
| <input type="checkbox"/> ice bucket                | <input type="checkbox"/> faucet handle          |
| <input type="checkbox"/> phone                     | <input type="checkbox"/> toilet                 |
| <input type="checkbox"/> remote control            | <input type="checkbox"/> microwave              |
| <input type="checkbox"/> television                | <input type="checkbox"/> toaster                |
| <input type="checkbox"/> iHomes                    | <input type="checkbox"/> Keurig                 |
| <input type="checkbox"/> charging dock             |   |
| <input type="checkbox"/> carpet sweeper            |   |

3. All bedding must be changed when cleaning rooms including a bed that has not been used. Including mattress cover, pillow protectors, duvet and duvet covers.
4. Extra linens and pillows will be bagged and stored in the entry closet. Opened bags are to be removed and replaced with a new set.
5. All towels must be changed when cleaning the room including those that have not been used. Used bathroom amenities like shampoo, conditioners, soaps must be cleaned and disinfected.
6. All deliveries will be in a plastic bag and will include an additional trash bag for removal of dirty supplies. Ask guest to place the bag near the hallway next to their room so not put themselves in contact the cleaning staff, who collects the bags without entering the rooms.
7. Dirty laundry will be packed in the guest's room to eliminate excessive contact while being transported to the laundry.
8. Do not provide in room cleaning service during the guests' stay unless instructed.
9. Remove pen, paper.
10. Lost and found items are to be bagged and brought to housekeeping office.
11. Aero beds are to be removed and brought to housekeeping office.

### **Lunchroom & Back of the House**

9. Staff must wash their hands before entering and leaving the Lunchroom.
10. Lunchroom time should be limited to 20 minutes to allow staff turnover in the area.
11. Provide adequate spacing to allow staff to properly distance while in the room.
12. Disinfect tables and furniture every 20 minutes and/or after each meal.
13. Have disinfectant wipes and or cleaning materials available at each table.
14. Only disposable items should be added.
15. Meal shifts should be staggered in several 15-minute \ spaces to ensure there is no crowding in lockers and lunch areas.
16. Other procedures authorized by department manager.

**High traffic touch areas.**

**Areas that we will be cleaning constantly:**

**All exterior door handles**

**Hallways:**

- vending machine
- ice machine
- hallway phones
- luggage carts

**Stairwell:**

- door handle
- handrail
- trash can
- 

**Laundry room:**

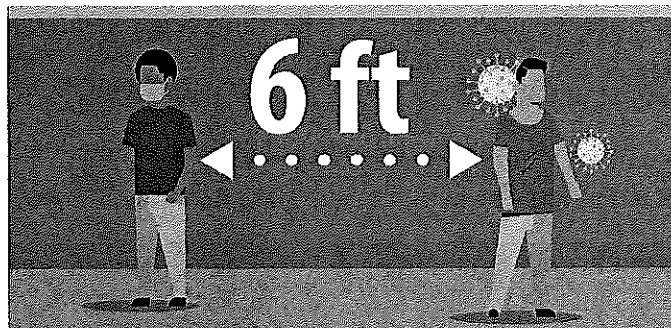
- door handle
- door handle on both washer and dryer machines
- light switch

**Social Center Areas:**

- wiping off tables and chairs
- ice and vending machines
- towel tracker

# Stop the Spread of Germs

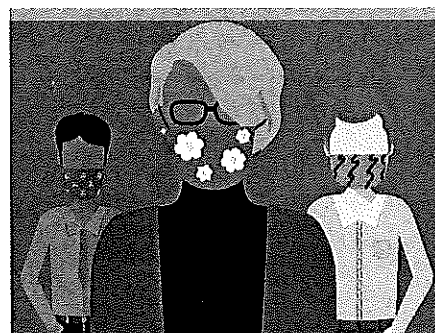
Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet  
(about 2 arms' length)  
from other people.



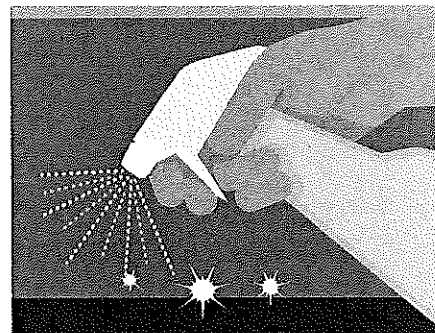
Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.



When in public, wear a  
cloth face covering over  
your nose and mouth.



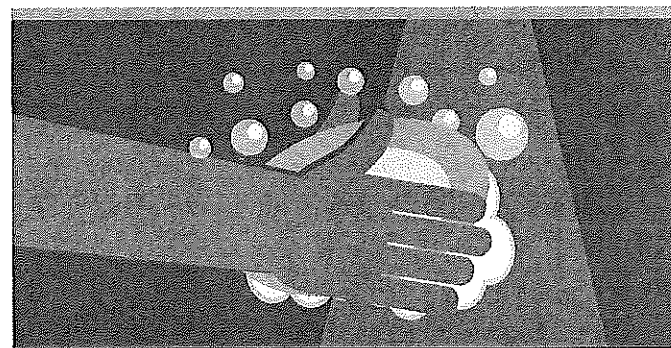
Do not touch your  
eyes, nose, and mouth.



Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



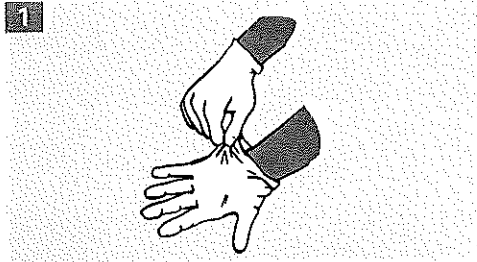
Wash your hands often with soap  
and water for at least 20 seconds.



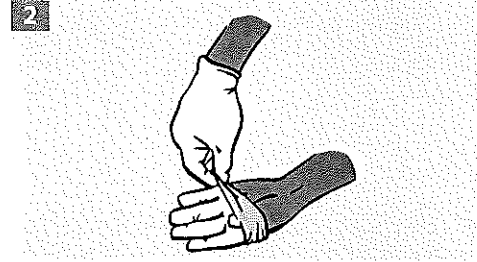
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# How to Remove Gloves

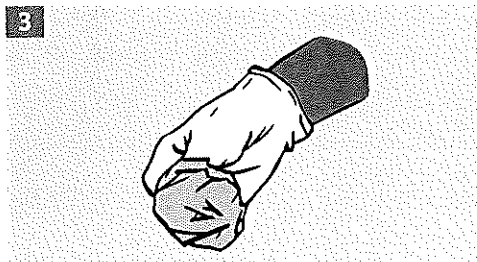
To protect yourself, use the following steps to take off gloves



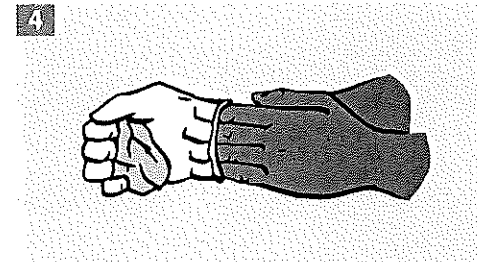
1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



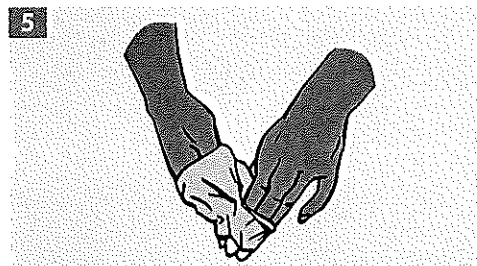
2 Peel the glove away from your body, pulling it inside out.



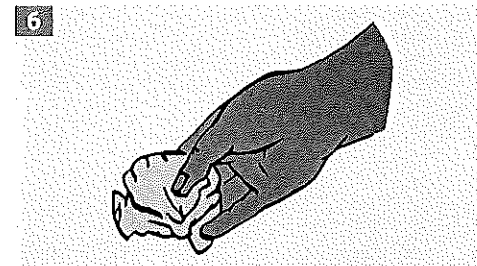
3 Hold the glove you just removed in your gloved hand.



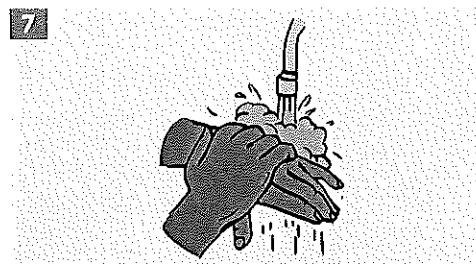
4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.