**IMPORTANT NOTE:** Hospitality properties can take steps to access and improve their preparedness for responding to Coronavirus Disease 2019 (COVID-19). This checklist is one tool to help develop a comprehensive response plan. It identifies key areas that should be considered and is not meant to describe mandatory requirements or standards.

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| **STRUCTURE FOR PLAN** | **Completed** | **In Progress** | **Not Started** |
| Planning team exists to develop the preparedness and response actions outlined in this preparedness checklist. Planning team members include:* Regional Manager
* General Manager
* Human Resources Manager
* Executive Housekeeper
* Food & Beverage Manager
* Maintenance / Engineering Manager / Supervisor
* Purchasing
* <Other>

*Identify and document names, titles, and contact information.* |  |  |  |
| Staff assigned responsibility for coordinating preparedness planning to act as COVID-19 response coordinator(s). *Identify and document names, titles, and contact information.* |  |  |  |
| Staff assigned responsibility for monitoring public health advisories and updating the COVID-19 response coordinator(s) and members of the planning team when COVID-19 is active in the community, and travel-associated areas or countries. |  |  |  |
| Review and incorporate relevant sections of the federal, state, regional, or local plans for COVID-19 and pandemic influenza. |  |  |  |
| COVID-19 has been incorporated into emergency management planning, and the Pandemic Influenza plan. |  |  |  |
| A copy of the preparedness plan is available at the property and accessible by staff. |  |  |  |
| **CLEANING AND DISINFECTING** |  |  |  |
| Property has a process in place to clean and disinfect bedding and linens, carts, bags, equipment, and high-touch surfaces. |  |  |  |
| **CLEANERS, HAND HYGIENE, AND PERSONAL PROTECTIVE EQUIPMENT (PPE)** |  |  |  |
| Written PPE hazard assessments and protocols are in place including facemasks and coverings where social distancing measures are difficult to maintain. |  |  |  |
| Cleaners and approved EPA disinfectants for high-touch areas, appropriate for the surface or equipment, are available. Check with supplier or approved list [CDC List N](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2). |  |  |  |
| Property has adequate supplies of PPE such as facemasks or face coverings, gloves, and eye protection per cleaner and disinfectant SDSs. |  |  |  |
| Alcohol based hand sanitizer for hand hygiene is available in high guest contact areas:* Guest entrances
* Front desk
* Restaurant host area
* Food & beverage stations
* Elevators
* Fitness room
* Pool area
* <Other>
 |  |  |  |
| Tissues are available in high guest contact areas:* Guest entrances
* Front desk
* <Other>
 |  |  |  |
| Property has a process to monitor supply levels. |  |  |  |

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| **HUMAN RESOURCES** | **Completed** | **In Progress** | **Not Started** |
| Recordkeeping of staff work assignments for at least 90 days to support contact tracing |  |  |  |
| Property has sick leave policies that are flexible and consistent with public health policies that allow ill staff to stay home |  |  |  |
| Property has a process for staff who have either a fever or symptoms including, being sent home, referral to occupational health or PCP, and reporting their status to their manager or HR |  |  |  |
| Property has a process to screen staff who require frequent and/or close contact with guests. Screening for fever or temperature (>100oF), and symptoms.* Front desk
* Housekeeping
* Food Services
* Banquets
* <Other>
 |  |  |  |
| Property has a process to communicate to guests about the staff screening process. |  |  |  |
| **SOCIAL DISTANCING** |  |  |  |
| Property has social distancing procedures and plans, including but not limited to physical distance (6 feet) between staff and guests; staggering work schedules; staggering guest room floors and/or rooms based on availably; limiting the number of people at meetings, events, and other gatherings:* Front desk
* Housekeeping
* Laundry
* Food Services / Room Service
* Meetings
* Banquets
* <Other>
 |  |  |  |
| **INTERNAL AND GUEST COMMUNICATIONS** |  |  |  |
| Property has procedures to notify staff of known or suspected cases among staff and guests. Consult local health authorities and general counsel. |  |  |  |
| Signs posted in high guest contact areas to communicate hand hygiene, respiratory etiquette, screen questions regarding travel and COVID-19 symptoms:* Guest entrances
* Front desk
* <Other>
 |  |  |  |
| Front desk personnel are able to communicate steps being taken to mitigate spread. |  |  |  |
| Informational material on COVID-19, relevant preventive measures, and local emergency services is made available. |  |  |  |
| **EDUCATION AND TRAINING FOR STAFF** |  |  |  |
| Staff trained on the COVID-19 prevention and control measures. |  |  |  |
| A person has been designated with responsibility for coordinating and documenting COVID-19 education and training. |  |  |  |
| Education and training materials are in the language(s) understood by staff. |  |  |  |
| Training materials cover infection control to prevent the spread of COVID-19:* Signs and symptoms of respiratory illness
* Proper hand hygiene and respiratory etiquette
* Proper donning, doffing, use, and disposal of PPE
* Stay at home when sick (14 days) and other CDC recommended precautions
* Call-in or leave policies if symptoms develop
* Medical assistance contacts
* <Other>
 |  |  |  |