



# ENHANCED INDUSTRY-WIDE HOTEL CLEANING CHECKLIST

## GUEST CONSIDERATIONS

- Prominent signage is displayed, regarding hygiene practices and policies in all employee and guest common areas.
- Provide hand-sanitizer dispensers, touchless whenever possible, at primary guest entrances and contact areas.
- Housekeeping frequency will be based on guest requirements.
- The property website communicates expectations to guests, including cleanliness and safety features, as well as expectations for arrival and stay.

## EMPLOYEE CONSIDERATIONS

- Instruct any workers who are infected, unvaccinated workers who have had close contact with someone who tested positive for SARS-CoV-2, and all workers with COVID-19 symptoms to stay home from work.
- Educate and train workers on your COVID-19 policies and procedures using accessible formats and in language they understand.
- Implement protections from retaliation and set up an anonymous process for workers to voice concerns about COVID-19-related hazards.

## CLEANING PROTOCOLS

- Frequent cleaning and disinfection in all public spaces, with an emphasis on frequent contact surfaces and objects.
- EPA approved cleaning and disinfection protocols are in place to clean guest rooms, with particular attention paid to high-touch items.
- All bed linens and laundry are washed in accordance to CDC guidelines, and dirty laundry is bagged/contained in the guest room to eliminate excess contact while being transported.
- Frequent cleaning and disinfection in all high traffic back of house areas, with an emphasis on employee dining rooms, locker rooms, restrooms and kitchens.
- Shared tools and equipment are disinfected during and after each shift or anytime the equipment is transferred to a new employee.
- In the case of a presumptive COVID-19 positive guest, the guest's room is removed from service and quarantined and the guest room is not returned to service until case is confirmed or cleared. In the event of a positive case, the room is only returned to service after undergoing an enhanced hygiene OR cleaning and disinfection protocol (per county regulations, if applicable).
- The frequency of air filter replacement and HVAC system cleaning is increased to maximize fresh air exchange.
- Suppliers, delivery drivers, and other individuals from third-party companies are reminded of COVID-19 safety protocols.

I, \_\_\_\_\_ the \_\_\_\_\_  
PRINT NAME JOB TITLE  
at \_\_\_\_\_  
PROPERTY  
located at \_\_\_\_\_  
ADDRESS / CITY / STATE / ZIP

certify that the above checked items are correct and accurate to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE / DATE

ASSOCIATION NAME  
ADDRESS  
PHONE / EMAIL

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