







# Indoor Air Quality Checklist


Properties should ensure ventilation systems operate properly in accordance with manufacturer, CDC and ASHRAE guidelines to provide acceptable indoor air quality in line with occupancy levels.


 **SERVICE** Execute any deferred maintenance tasks on air handling equipment, conduct a building systems inventory, re-commission as required.

 **FILTRATION** Check all filters and, where required, change old filters. Inspect filter racks for airtightness and potential bypass, upgrade to MERV 13 or better filtration efficiency as able.

 **CONTROLS** Enable economizer mode, schedule ventilation two hours before and after occupancy, disable demand control ventilation.

 **VENTILATION** Inspect and repair all ventilation dampers and control devices, ensuring no obstructions and full range of motion, maximize ventilation rates as equipment allows.

 **MONITORING** Enable basic fault detection and diagnostics for air handling equipment as able, conduct a one-time air quality audit for regularly occupied areas.

 **SUPPLEMENTAL AIR TREATMENT** Install portable air cleaners with suitable clean air delivery rate in areas with higher occupant densities or where social distancing may be difficult.

## ABOUT SAFE STAY

"Safe Stay" is AHLA's initiative focused on enhanced hotel cleaning practices, social interactions, and workplace protocols to meet the new health and safety challenges and expectations presented by COVID-19. Safe Stay was created in accordance with guidance issued by public health authorities, including the Centers for Disease Control and Prevention (CDC). To learn more about our industry-wide hotel cleaning guidelines, please visit [AHLA.com/SafeStay](https://www.ahla.com/SafeStay). For more information on ventilation and air quality recommendations, please visit [AHLA.com/safe-stay-ventilation-resources](https://www.ahla.com/safe-stay-ventilation-resources).





# Guest Checklist

**Guest and Employee Safety is the Hotel Industry's Priority.  
Follow these 5 requirements to have a Safe Stay!**



**FACE COVERINGS REQUIRED.  
PRACTICE SOCIAL DISTANCING.**

Required in all indoor public spaces and common areas.



**CHOOSE CONTACTLESS OPTIONS, WHERE AVAILABLE.**

This includes online reservations, check-ins, and payments.



**CONSIDER REQUEST-ONLY ROOM CLEANING TO LIMIT  
EXPOSURE IN ACCORDANCE WITH CDC GUIDELINES.**

Ask your hotel about options.



**REQUEST CONTACTLESS ROOM SERVICE DELIVERY.**

Choose to have room service delivered outside of the guest room.



**REFRAIN FROM TRAVELING IF ILL.**

This includes if you have, or recently had, any symptoms of COVID-19 or contact with anyone diagnosed with COVID-19.



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# Meetings & Events Checklist



## **GUEST AND EMPLOYEE SAFETY IS THE HOTEL INDUSTRY'S PRIORITY.**

The industry's top priority is ensuring the safety of our guests and employees. As the COVID-19 vaccine becomes more widely available to the general public, and as the nation continues to move towards recovery, meetings and events will begin to safely resume.

The guidance below is a tool for long-term planning to ensure the best public health practices are utilized by businesses, organizations or individuals looking to host meetings and events in the future.

- REQUIRE PHYSICAL DISTANCING AND THE USE OF FACE COVERINGS**
- PROVIDE HAND SANITIZING STATIONS IN MEETING/EVENT SPACE**
- ENSURE PROPER HYGIENE SIGNAGE IS VISIBLE FOR ALL ATTENDEES**
- PROVIDE SAFETY PROTOCOLS & ENCOURAGE REGISTRATION FOR ATTENDEES IN ADVANCE**
- OFFER CONTACTLESS OR LOW TOUCH CHECK-IN OPTIONS FOR MEETINGS & ASK FOR LOW-TOUCH OR NO-TOUCH FOOD SERVICE OPTIONS**
- SET CAPACITY LIMITS IN ACCORDANCE WITH LOCAL/STATE GUIDANCE/LAW**
- REQUEST LARGER MEETING ROOMS AND MODIFY SEATING TO MEET PHYSICAL DISTANCING RECOMMENDATIONS**
- DESIGNATE ENTRY AND EXIT WAYS TO MANAGE THE FLOW OF ATTENDEES**
- USE NEW TECHNOLOGIES TO FACILITATE HYBRID IN-PERSON/VIRTUAL MEETINGS**
- ENSURE ROOM IS PROPERLY VENTILATED IN ACCORDANCE WITH CDC GUIDELINES, AND CONSIDER A HYBRID OF INDOOR/OUTDOOR EVENTS**

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**Go LIVE Together** is comprised of leaders from across the diverse and vibrant live events ecosystem to drive local, state, and federal legislative actions that will not only be critical to our ability to put millions of people back to work, but also for our country's economic recovery.

For additional information, please visit: [\*\*CDC Events & Gatherings Readiness & Planning Tool\*\*](#) and [\*\*Events Industry Council Meetings & Events Guide\*\*](#)