

# ROCHESTER READY LODGING CHECKLIST



Date completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

By: \_\_\_\_\_ (Make note where improvements made)

## Physical distancing:

- Employees who are able to are working from home.
- Physical distancing of at least 6 feet is maintained among all employees and guests in all areas of the establishment:
  - Reception, break area, offices and common areas, etc.
- Protective barriers are in place where a 6-foot separation is not possible.
- The number of people in elevators and restrooms is limited.
- Crowding in entrances, hallways, waiting areas and common areas is eliminated by expanded traffic patterns, designated spacing, and floor cues.

## Employee reporting and exclusion of sick employees and guests:

- All employees have been trained to monitor and report [COVID-19 symptoms](#) before they come to work.
- Employees with COVID-19 symptoms are immediately sent home and do not come back to work **until all of these are true:**
  - Improvement of symptoms.
  - At least 10 days have passed since illness onset.
  - At least three days have passed since a fever was gone (without fever-reducing medicine).
- A [policy and plan](#) are in place to guide a response should guests arrive with COVID-19 symptoms.

## Hygiene and respiratory droplet control:

- Protective supplies are provided to employees.
- Nonmedical (cloth) face coverings are used by all employees.
- Guests are encouraged to wear nonmedical (cloth) face coverings.
- Employees are monitored for appropriate handwashing and hand sanitizer use.
- Signs about proper handwashing and covering one's cough are posted.

## Cleaning and sanitizing:

- For common and shared areas, there is a [cleaning and sanitizing](#) schedule and checklist, and the most recent cycle met the required frequency.
  - Checklists include a list of high-touch surfaces that should be disinfected more frequently (doorknobs, countertops, barriers, railings, handles, etc.).
- For guest rooms, the current housekeeping checklist is approved and regularly confirmed by management. Recent checklists/reviews are available for confirmation and guest review.

## Building and ventilation controls:

- Ventilation system is maintained at an increased outdoor air-percentage to dilute contaminants while maintaining indoor air conditions
- Airflow is minimized from units that blow air across people
- The ventilation system is supplemented by portable HEPA filter unit(s) whenever possible. Locations:
- \_\_\_\_\_ If HVAC recirculates air, central-air filtration is at least MERV-13 and edges of filters are sealed to limit bypass around filters

## Work with Olmsted County Public Health when guests or employees become ill with COVID-19:

- Employee *as-worked* schedules are retained for at least 30 days
- Guest stay and contact information are retained for at least 30 days
- Complaints or reports of COVID-19 illness for employees or guests are directed to that person's health care provider
- Supplies for cleaning and disinfecting are available and a [response plan is in place](#) for when employees or guests become ill with COVID-19.

## Our establishment's additional operational controls:

- Guest reservation process includes comprehensive description of hotel and guest expectations
- Adjusted housekeeping policies (less frequent or not provided during guest stay) are shared with, or are choices for, guests
- Hand sanitizer stations are maintained in following locations:  

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- Express checkout procedures are provided to guests
- Methods of payment that reduce face-to-face or physical contact are offered and encouraged
- Door hangers or other form of confirmation that a room is ready for a guest