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**SAFTEY AND SANITATION PLANNING TOOLS**

***Updated 5/5/2020***

Center for Disease Control and Prevention

* Guide: [Cleaning and Disinfecting Your Facility](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
* Additional guidance for facilities that house people overnight: Follow CDC’s guidance for [colleges and universities](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html)

World Health Organization

* Guide: [COVID-19 management in the accommodation sector](https://apps.who.int/iris/bitstream/handle/10665/331638/WHO-2019-nCoV-Hotels-2020.1-eng.pdf)

US Travel Association

* Industry Guidance: [Travel in the New Normal](https://www.ustravel.org/sites/default/files/media_root/document/HealthandSafetyGuidance.pdf)

American Hotel & Lodging Association

* *Safe Stay* Initiative: [Safe Stay Guidelines](http://r20.rs6.net/tn.jsp?f=001qbVjuBDnCA4JcWVbDEKaOuX5YPfRwJkL95xi29mhZS2ObKOEqZXaviAnqVHnKY5qk4AoqPhDjQKWJbtaC_nsHT-ZW9UAA8HslEalugvaWbvm0uGvhg6rwCXjhp7YlsR2XK7y9l69IkUXdrC_bMuTs-3iUVWU4GBtkROkbn5J6hhAX-zRbMWi5wLTbWkK600C787fRr-7rWM=&c=Ie_zGiL67jzgTqtbP8RS04n0ou6qloIMx5q-6eNlq4pbMNxSaF_xzA==&ch=yoLdy_FVxCVpAsJZvdbhACUHE0H2uimjw_OVjy242w24lksVZ0dbXQ==)
* Includes:
  + Enhanced cleaning standards throughout the hotel, including guest rooms, meeting spaces, common areas, and back-of-house spaces
  + Superior cleaning products with a greater concentration of bacteria-killing ingredients, in accordance with CDC guidelines
  + Social distancing practices and reducing person-to-person contact Increased transparency throughout the guest journey

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State of Michigan

* Industry-specific best-practice risk mitigation strategies are under development
  + Access control
  + Social distancing
  + Sanitation / hygiene
  + PPE
  + Contract tracing / isolation

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Small Business Administration of Michigan

* [Get back to work safely](https://www.sbam.org/Resources/COVID-19-Resources/Get-Back-to-Work-Safely-Tips-and-Resources)

Traverse Connect

* [Workplace resources and supplies](https://traverseconnect.com/economic-development/covid-19-business-resources-and-recovery/workplace-resources-and-supplies/) (PPE)

Michigan Restaurant and Lodging Association

* [Michigan’s hospitality industry impacts](https://www.mrla.org/4-22-2020-devastation-to-michigans-hospitality-industry-worsens.html)
* MRLA recently shared the following top-line recommendations with resources:
  + [Develop a COVID-19 Response Team](http://r20.rs6.net/tn.jsp?f=001qbVjuBDnCA4JcWVbDEKaOuX5YPfRwJkL95xi29mhZS2ObKOEqZXavludNpD2lJdF8JecetgexVFHsNbNXFR95ZWxzqOVu_6JJW-D_-0_3j0wY8LCd6ARofkAsDwiMzxSKeHTC3kB3AyiczWAAVHOQD1Rw4PsP7mH5TA7UutiN7f57RH6zCiNZw==&c=Ie_zGiL67jzgTqtbP8RS04n0ou6qloIMx5q-6eNlq4pbMNxSaF_xzA==&ch=yoLdy_FVxCVpAsJZvdbhACUHE0H2uimjw_OVjy242w24lksVZ0dbXQ==)
  + Develop a cleaning schedule
  + [Provide PPE for staff](http://r20.rs6.net/tn.jsp?f=001qbVjuBDnCA4JcWVbDEKaOuX5YPfRwJkL95xi29mhZS2ObKOEqZXavo0WDFznELqiNV4Vj3DcbchDkpzXwzrariKboHT38XBf_MMAOZdrJWpyxxQ3WvToxV42ftVDrfME322ihmeRhutfUNfdtfSE7XyCCSc7cd_UfZmz7kehzJH3QODXNB5Bm-KD-ddiULCEMqIa4KYd8iqGC-thPbE56XjpbeWlsOMLzNbpbNVQgbSGQ60XAmmh_A==&c=Ie_zGiL67jzgTqtbP8RS04n0ou6qloIMx5q-6eNlq4pbMNxSaF_xzA==&ch=yoLdy_FVxCVpAsJZvdbhACUHE0H2uimjw_OVjy242w24lksVZ0dbXQ==)
  + Social Distance every staff member and every guest to the 6' requirement
  + [Screen employees daily](http://r20.rs6.net/tn.jsp?f=001qbVjuBDnCA4JcWVbDEKaOuX5YPfRwJkL95xi29mhZS2ObKOEqZXaviAnqVHnKY5qou7JgbOG1yaNv3GhTnWTw8ojx2c5d3nApENDveN1Vfe3wAqTdoazxXGZOxAjkWppfi9xffGOVF8XMYkzyHCOZCpKcN_7rd408LKhu6IDqntftkDdiMkNto8neymdLwa5GSUGMmzAKiDrWDjSMWjPNWRnB_zUb_Pc-2-YW5c8jXo=&c=Ie_zGiL67jzgTqtbP8RS04n0ou6qloIMx5q-6eNlq4pbMNxSaF_xzA==&ch=yoLdy_FVxCVpAsJZvdbhACUHE0H2uimjw_OVjy242w24lksVZ0dbXQ==)
  + [Screen third party vendors coming into your establishment and verify their sanitation practices](http://r20.rs6.net/tn.jsp?f=001qbVjuBDnCA4JcWVbDEKaOuX5YPfRwJkL95xi29mhZS2ObKOEqZXaviAnqVHnKY5qa707HbyJ0vGXrqu9KR_M-4NUwXF88dI0uFJDnN5oL8W-7WA2V3pFM9aw_cfjQ3m6LY_KA26iI3Zbsll4FgFuEXx9TN11l8JzK9HlA7b5BWTbK0fdUgethVE2_wPFG03oJZRVasG0hkN-37NaMbyjNqWNnjYz86M9yVRnPpJ2Y-c=&c=Ie_zGiL67jzgTqtbP8RS04n0ou6qloIMx5q-6eNlq4pbMNxSaF_xzA==&ch=yoLdy_FVxCVpAsJZvdbhACUHE0H2uimjw_OVjy242w24lksVZ0dbXQ==)

**TIPS: What to do next *if you haven’t already***

1. **Develop sanitation practices.** List out all areas of your operation. Consider interactions, transmission potential, what practices you will need to apply, and who will be responsible. Don’t forget to consider:
   * Needs for additional safety barriers to protect staff
   * Technology solutions to reduce interactions, including for staff reporting to work
   * High-touch areas and shared spaces
   * Amenities that you can remove from rooms (maybe offer on-call)
   * Creating easy access to hand sanitizer and cleaning supplies
   * Signage and information to guide guests
   * Supplies and PPE needs – order early and be ready for delays in the distribution system
   * Input from your staff team
2. **Sanitation policy / plan.** Using your list, create a sanitation / safety plan for your business, including who will do what, when, and how. Create checklists and record-keeping protocols.
3. **Know the rules.** Stay up-to-date of all updated guidance from state and local health authorities.
4. **Communicate.** Post a statement about cleaning and sanitation on your website and in your TraverseCity.com (and other) listings. Consider safety and sanitation messages in your marketing plans and communications to guests, at least for now. Use signage on site to help guide guest behaviors and expectations.
5. **Training and compliance.** Train your team, use your checklists and spot check to ensure compliance with the plan.

Don’t hesitate to use examples and adapt guidelines from others!