This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Hotels for Tourism and Individual Travel. The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist.

**CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN**

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent the spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
- A process to identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

**TOPICS FOR EMPLOYEE TRAINING**

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Importance of not coming into work if employees have symptoms and to seek medical attention if they become worse.
- Enhanced sanitation practices and physical distancing guidelines.
- Proper use and washing of face coverings.
- Ensure proper training of temporary or contract workers at the facility in COVID-19 prevention policies.
- Information related to leave benefits and workers’ compensation.

**INDIVIDUAL CONTROL MEASURES AND SCREENING**

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment.
- Provide and ensure workers use all required protective equipment.
- Consider where disposable glove use may supplement frequent handwashing.
- Face coverings should be available and worn in vicinity of others.
- A process for housekeepers to safely service rooms, with face coverings and minimal contact with guest and belongings.
- A process to encourage handwashing, with soap and water, and/or using proper hand sanitizer for employees after interactions with guests, cleaning rooms, and opening mail or handle other
commonly touched items. Valet service drivers, baggage handlers, and housekeepers should wash their hands regularly during their shift and/or use proper hand sanitizer.

- Guests and visitors should be screened upon arrival and asked to use hand sanitizer and to wear a face cover.
- Appropriate signage should be prominently displayed at all entrances and throughout the property.

**CLEANING AND DISINFECTING PROTOCOLS**

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users.
- Make hand sanitizer and other sanitary supplies readily available to employees.
- Ensure sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list and follow Cal/OSHA requirements.
- To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- Adjust or modify hours and quotas to provide adequate time for additional cleaning.
- Provide time for workers to implement cleaning practices before, during and after shifts.
- Vacuum cleaners must be equipped with HEPA filters.
- To minimize the risk of Legionnaires’ disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.
- Avoid sharing phones, tablets, laptops, desks, pens, other work supplies, or offices wherever possible. Never share PPE.
- Discontinue the use of shared food and beverage equipment in office pantries (including shared coffee brewers). Close manually operated ice machines or use hands-free machines.
- Consider upgrades to improve air filtration and ventilation.
- Remove reusable collateral from rooms. Critical information should be provided as single-use collateral and/or electronically posted.
- Kitchen items, including pots, pans, and utensils, must be cleaned between each guest stay.
- Properly clean all appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffee-makers, toasters, pantry shelves, and other areas.
- Bag dirty linens for transport and wash at a high temperature and clean in accordance with CDC guidelines.
- Consider leaving rooms vacant for 24 to 72 hours between occupancy.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR HOTELS FOR TOURISM

- Develop a quarantine and cleaning plan for rooms where an infected guest has been.
- Install hand sanitizer dispensers throughout the property.

**Physical Distancing Guidelines**

- Implement measures to ensure physical distancing of at least six feet between and among employees, guests, and the public.
- Physical distancing protocols should be used in employee break areas, uniform control areas, training classrooms, shared office spaces, the employee services window (via a teller style window), and other high-density areas in order to ensure appropriate distancing between employees.
- Employee pre-shift meetings should be conducted virtually or in areas that allow for appropriate physical distancing between employees.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks.
- Redesign office spaces, cubicles, lobbies, front desk check-in areas, business centers, concierge service areas, and other spaces to ensure workspaces and guest accommodations allow for at least six feet distancing.
- Discourage employees from congregating in high traffic areas such as bathrooms and hallways and establish directional hallways and passage ways for foot traffic, if possible, to eliminate people from passing by one another.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Use signage to communicate these requirements.
- Require employees to avoid handshakes and similar greetings that break physical distance.
- Eliminate person-to-person contact for delivery of goods to physical offices. Avoid touching others’ pens and clipboards.

**Additional Guidelines for Hotel Operations**

- Guests should enter through doors that are either propped open, if possible and in adherence to security protocols, or are automated or manually operated by an employee who is frequently handwashing and/or using proper hand sanitizer.
- Implement peak period queueing procedures, including a lobby greeter and having guests queue outside to maintain at least six feet of physical distance between persons.
- Employees should not open the doors of cars or taxis.
- Guest room service, laundry and dry-cleaning services, and amenity deliveries should use contactless pick-up and delivery protocols.
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- See detailed guidance for resumption of other facilities such as restaurants, salons, spas, fitness centers and golf courses.

**Additional Guidelines for Short Term Rentals**

- Property managers, timeshare operators, and other rental unit owners and operators must only rent unoccupied units and cannot rent rooms or spaces within an occupied residence until otherwise notified.
- Self or remote check-in and checkout should be offered.
- Implement standard check-in and checkout times, and avoid early arrivals or late departures.
- Appropriate signage should be prominently displayed at the property entrance and other strategic locations on the property outlining proper face covering usage and current physical distancing practices in use throughout the property.
- A process to thoroughly clean and disinfect the rental unit after each guest stay.
- Remove all leftover recycling, garbage, and trash from the rental unit.
- All linens must be removed and laundered between each guest stay, including items that appear to not have been used.
- Launder items as appropriate in accordance with the manufacturer’s instructions. Launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean all soft surfaces based on the manufacturer’s instructions. This could include items like carpet, bedding, curtains, and upholstery.
- Kitchen items, including pots, pans, and utensils, must be cleaned between each guest stay.
- After each guest stay, properly clean all appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffee-makers, toasters, pantry shelves, and other areas.
- Vacuum cleaners must be equipped with HEPA filters.
- Bathroom toilets, showers, bathtubs, sinks, cabinets, and shelving should be sprayed with a multi-surface cleaner approved for use against COVID-19 by the EPA.
- Equip the rental unit with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes, and hand sanitizer.
- Communicate expectations and plans to contracted company for cleaning and disinfection standards, and get periodic confirmation that they are being followed.
- Communicate with guests on the cleaning and safety measures implemented, both pre-stay and during stay, via the listing content and property information booklet.
- Defer nonessential maintenance while the rental unit is occupied and handle only emergency or urgent issues as allowed by applicable law where possible.
- Ensure that any HVAC/air filters have been replaced per the manufacturer’s directions.
- Any rental unit intended for large gatherings, including conferences or meetings, should not be opened until such operations can resume.
Additional Guidelines for Swimming Pools and Aquatic Venues

- A process for enhanced cleaning and disinfecting of swimming pools and splash pads for visitor use, according to CDC guidelines.
- Saunas, steam rooms, and hot tubs remain closed.
- Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).
- Consult with the company or engineer that designed the aquatic venue to decide which List N disinfectants approved by the EPA are best for the aquatic venue.
- Set up a system so that furniture and equipment (e.g., lounge chairs) that needs to be cleaned and disinfected is kept separate from furniture that has already been cleaned and disinfected.
- Launder towels and clothing according to the manufacturer’s instructions.
- Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).
- Ensure that the facility has adequate equipment for guests, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Clean and disinfect the items after each use.
- For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements.
- Provide physical cues or guides (e.g., lane lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that staff, visitors, and swimmers stay at least six feet apart from one another, both in and out of the water.
- Install impermeable physical barriers such as Plexiglas where staff and patrons must interact and physical distancing is difficult.
- Implement reservations for pool use or other mechanisms to support at least of six feet of physical distancing.
- Ensure that lifeguards are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.
- Aquatic venues should avoid activities that promote group gatherings.