



COVID-19 • PHASE ONE REOPENING
COMMITMENT TO SAFETY CHECKLIST
FOR ORLA LODGING MEMBERS

The completion of the following checklist shows compliance with ORLA Best Practices connected to customer and employee safety related to COVID-19. This checklist is in addition to following any federal, state or local guidelines, rules or regulations. Once completed and signed, return to ORLA by emailing JStarr@OregonRLA.org. You will then be sent a Commitment to Safety window decal for posting at your property and digital graphics for promotional use.

GUEST CONSIDERATIONS:

- Prominent signage is displayed, including any required physical distancing signage, floor markings indicating 6-foot distancing in common areas (including elevators and lobbies), and required hygienic practices and policies in all employees' and guests' common areas.
- Where physical distancing is not possible, 'sneeze guards,' face covering requirements, or usage limits and layout adjustments are in place.
- Request guests and visitors use hand sanitizer and provide dispensers, touchless whenever possible, at primary guest entrances and contact areas.
- An amenity bag is provided during check-in containing COVID-19 awareness information, hand sanitizer, and perhaps face coverings/gloves (optional).
- Guests enter through doors that are open or are automated or manually operated by an employee (if possible/practical).
- Employees do not open the doors of guest vehicles and there are no valet services, unless requested or special circumstances.
- Guests requesting bell service are assisted and the bell cart is sanitized after each use.
- If face coverings are required, the hotel displays signage prominently, outlining proper face covering usage.
- Provide a spray bottle of sanitizer or wipes in each room for guest use (optional).
- Elevator button panels are sanitized at least once per hour, and/or hand sanitizer is available at or in elevators, and the number of guests per elevator is limited.
- Multi-use and unnecessary items and amenities are removed from guest rooms.
- Housekeeping does not enter guest rooms during a stay, unless by special request or circumstances (if possible).
- Procedures are specified for housekeeping, maintenance, and room service for a room during a guest stay. Including when guests are in and out of the room, and physical distancing is in effect.
- Room service is adjusted for proper pickup/delivery protocols, sanitation of cutlery and single use condiments.
- Dining services are updated to discontinue self-service buffets, using cafeteria style or grab-and-go services instead.
- The property website communicates expectations to guests, including cleanliness and safety features, as well as expectations for arrival and stay.
- Check-in statement read and sign by guest (optional).

EMPLOYEE CONSIDERATIONS:

- Employees are educated on COVID-19 and all guest protocols and procedures.
- Employees have been educated on proper hand cleaning practices and follow guidelines hourly and after activities such as using the restroom, cleaning, eating, and before and after starting shifts.
- Employees wear appropriate PPE in accordance with state or local regulations and are trained on proper use and disposal of PPE. Face coverings and gloves have been provided to employees when appropriate/required.
- Staff meetings are conducted with appropriate social distancing (outdoors, virtually, or in other appropriate areas).

CLEANING PROTOCOLS:

- The frequency of cleaning and sanitizing in all public spaces, with an emphasis on frequent contact surfaces, is increased.
- All cleaning and sanitizing schedules are clearly posted or communicated to all employees.
- Oregon Health Authority (OHA) approved cleaning and sanitizing protocols are in place to clean guest rooms, with particular attention paid to high-touch items.
- Rooms are 'sealed' or mechanisms/notices are in place for clean rooms not to be entered between guests.
- All bed linens and laundry are washed at a high temperature in accordance to CDC guidelines, and dirty laundry is bagged/contained in the guest room to eliminate excess contact while being transported.
- Rooms are left vacant for at least 24 hours prior to or after cleaning (if possible).
- The frequency of cleaning and sanitizing in all high traffic back of house areas, with an emphasis on employee dining rooms, locker rooms, restrooms and kitchens, is increased.
- Shared tools and equipment are sanitized during and after each shift or anytime the equipment is transferred to a new employee.
- The use of shared food and beverage equipment, including shared coffee/tea service, has been discontinued (optional).
- In the event of a positive case of Covid-19, the room is only returned to service after undergoing an enhanced sanitation protocol per OHA regulations.
- 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 social distancing requirements and signage is posted in areas frequented by those individuals.

I, _____ the _____
PRINT NAME JOB TITLE

at _____ located at _____
PROPERTY NAME PHYSICAL ADDRESS

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

SIGNATURE DATE

EMAIL

