



COVID-19

COMMITMENT TO SAFETY CHECKLIST FOR ORLA LODGING MEMBERS

The completion of the following checklist shows a commitment to best practices connected to customer and employee safety related to COVID-19. Once completed and signed, email this to Membership@OregonRLA.org to receive a Commitment to Safety window decal for posting at your property and digital graphics for promotional use.

GUEST CONSIDERATIONS:

- Prominent signage is displayed.
- Request guests and visitors use hand sanitizer and provide dispensers, touchless whenever possible, at primary guest entrances and contact areas.
- Provide an amenity bag during check-in containing COVID-19 awareness information, hand sanitizer, and face coverings. (optional).
- Guests enter through doors that are open or are automated or manually operated by an employee (if possible/practical).
- 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).
- 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.
- Room service is adjusted for proper pickup/delivery protocols, sanitation of cutlery and single use condiments.
- The property website communicates expectations to guests, including cleanliness and safety features, as well as expectations for arrival and stay.

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.

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.
- 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.
- 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.
- In the event of a positive case of Covid-19, the room is only returned to service after undergoing an enhanced sanitation protocol.
- The frequency of air filter replacement and HVAC system cleaning is increased to maximize fresh air exchange.

PRINT NAME

JOB TITLE

PROPERTY NAME

PHYSICAL ADDRESS

EMAIL

DATE

