



COVID-19 Guidelines: Hotel Sanitation

General Guidelines for Hotel Staff

- ❑ Require all staff who have shown signs of cold, flu, or acute respiratory illness to stay home and out of business operations.
- ❑ Emphasize the importance of proper hygiene, such as handwashing and cough etiquette.
- ❑ Have employees disinfect all personal hard surfaces.
- ❑ Provide hand sanitizer stations and use alcohol-based hand sanitizer.
- ❑ Provide disinfectant spray or wipes and tissues for employees to wipe down equipment (such as computers keyboards, remote controls, and desks) before and after use.
- ❑ Ask employees to be aware if a guest is showing signs of, or informs a staff member that they are, displaying cold or flu-like symptoms and to report all incidents to the person-in-charge.

Sanitizing Guest Rooms and Public Spaces

Cleaning Linen and Fabric

To ensure best practice during the COVID-19 outbreak, employees need to follow high-level infection control procedures. This includes more awareness of procedures and following CDC's guidelines such as:

- ❑ Bag or properly contain all linens and fabrics taken from a guest's room when transporting them to a laundering area.
- ❑ If a laundry chute is used, ensure all items are bagged and that the bag is properly closed.
- ❑ Properly clean and disinfect all hard surfaces that touch linen (whether clean or soiled) with an [EPA registered hard surface disinfectant](#).

- Ensure all employees are using disinfectant and cleaners as directed per product label.
- Maintain proper separation between soiled and clean linens
- When washing using a high-temperature washer, a temperature of at least 160° F for a minimum of 25 minutes is recommended for hot-water washing. Chlorine bleach may be used to provide an extra level of safety.
- If washing at low temperature, cycling of the washer, the wash formula, and the amount of chlorine bleach needs to be monitored and controlled. At lower temperatures, the presence of bleach is heavily relied upon in order to reduce levels of contamination.
- Do not allow linens to be left in the washing machine overnight.
- Storage, transportation, and packaging of fabrics or linens after washing need to be by methods that ensure their cleanliness.

Disinfecting Hard Surfaces

All washing of hard surfaces should be done with an [EPA registered hard surface disinfectant](#). Follow directions on labels for the proper use and handling. Staff should be disinfecting all frequently touched surfaces in any area that is in employee or public use. All of the following touchpoints should be cleaned or disinfected to ensure proper cleanliness:

<p><u>Employee Working Space</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Light switches <input type="checkbox"/> Door handles <input type="checkbox"/> Trash receptacles <input type="checkbox"/> Personal hard surfaces <input type="checkbox"/> Keyboards, computer screens, and mouse <input type="checkbox"/> Desk, tables, chairs, and lamps. <input type="checkbox"/> Hand sanitizer dispenser 	<p><u>Public Bathroom</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Light switches <input type="checkbox"/> Door handles and push doors <input type="checkbox"/> Trash receptacles <input type="checkbox"/> Sink faucets <input type="checkbox"/> Toilet handles <input type="checkbox"/> Towel dispenser handles <input type="checkbox"/> Soap dispenser push plates <input type="checkbox"/> Baby changing stations
<p><u>Kitchen and Back of House</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Light switches <input type="checkbox"/> Door handles and push doors <input type="checkbox"/> Trash receptacles <input type="checkbox"/> Handles of all the equipment doors and operation push pads <input type="checkbox"/> Handles of the dispensers <input type="checkbox"/> Ice scoops 	<p><u>Lobby and Dining Room</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Light switches <input type="checkbox"/> Door handles and hand railings <input type="checkbox"/> Trash receptacle <input type="checkbox"/> Elevator buttons <input type="checkbox"/> Telephones and keypads <input type="checkbox"/> Tables and chairs

<ul style="list-style-type: none"> <input type="checkbox"/> Walk-in, coolers, freezers, and other refrigerator handles <input type="checkbox"/> Walk-in refrigerator and freezer plastic curtains <input type="checkbox"/> 3-compartment sink and mop sinks <input type="checkbox"/> Handwashing sink handles <input type="checkbox"/> Soap dispenser push plates at hand wash sinks <input type="checkbox"/> Towel dispenser handle at hand wash sinks <input type="checkbox"/> Cleaning tools <input type="checkbox"/> Buckets 	<ul style="list-style-type: none"> <input type="checkbox"/> Coffee and beverage stations <input type="checkbox"/> Vending machines <input type="checkbox"/> Ice machines <input type="checkbox"/> Ice scoops <input type="checkbox"/> Public information kiosks <input type="checkbox"/> Flyer or brochure displays <input type="checkbox"/> High chairs and booster seats <input type="checkbox"/> Salt and pepper shakers <input type="checkbox"/> Sugar caddies <input type="checkbox"/> Server stations and side work stations <input type="checkbox"/> Front desk and employee areas
<p><u>Guest Room</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Light switches & thermostats <input type="checkbox"/> Door handles <input type="checkbox"/> Trash receptacles <input type="checkbox"/> Desk, table, chairs, and lamps <input type="checkbox"/> Dresser drawer handles <input type="checkbox"/> Drapery pull handles <input type="checkbox"/> Mini-bar, menu, and room collateral <input type="checkbox"/> Telephone and keypad <input type="checkbox"/> Remote control <input type="checkbox"/> Alarm clock <input type="checkbox"/> Television <input type="checkbox"/> Safety latch and peephole <input type="checkbox"/> Iron handle, hangers, and luggage rack <input type="checkbox"/> Faucet and toilet handles 	<p><u>Laundry Room</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Light switches <input type="checkbox"/> Door handles and push doors <input type="checkbox"/> Trash receptacles <input type="checkbox"/> Handles for laundry chutes <input type="checkbox"/> Handles on push caddies <input type="checkbox"/> All hard surfaces that come into contact with clean or soiled linen <input type="checkbox"/> Storage areas for clean linen <input type="checkbox"/> Face of washing and drying machines

