



Compiled by the cities of



BEST MANAGEMENT PRACTICES FOR LODGING FACILITIES¹ IN THE CITIES OF PORT ORFORD, GOLD BEACH, & BROOKINGS RELATED TO COVID-19

Travel by infected persons is the means by which coronavirus spreads from community to community, so it is vitally important for the tourism and hospitality industry to take a lead role in protecting the lives and health of the citizens of our respective cities.

ESSENTIAL BMPs FOR ALL LODGING FACILITIES

- Breakfast, other food buffets, communal self-serve coffee/beverage services are prohibited. On-site sales of commercially prepackaged foods such as chips, cookies, crackers, snack items etc. are permitted.
- Pursuant to Governor's Executive Order 20-12, all on-site gym/fitness centers and pools shall be closed and remain closed until the EO is lifted.
- Provide and maintain access to restrooms with running water during hours of operation when guests and employees are present.
- Hand sanitizer dispensers shall be made available in all lobby, front desk, and employee breakroom areas.
- Post the CDC Stop the Spread of Germs and Symptoms of Coronavirus (COVID-19) posters (attached) at facility entrances and in employee breakroom areas.

GENERAL FACILITY BMPs

- Plexiglass sneeze barriers (like the grocery stores) are recommended at front desk areas.
- Provide and maintain adequate hand washing supplies (soap, running water, disposable hand towels, waste cans, etc.) and hand sanitizer.

GUEST CHECK-IN & LOBBY BMPs

- Post the OHA Physical Distancing poster (attached) at entrances and use tape or other

means to mark 6' distancing at counter and waiting areas.

- All digital check-in procedures recommended.
- Disinfect surfaces and items touched (pens, counters, etc.) between each guest check-in.
- Prohibit congregation in the lobby and ensure guests and employees are maintaining required physical distancing.
- Educate staff on the most common signs and symptoms of the virus infection.
- Follow the CDC guidance for Cleaning and Disinfecting Your Facility (attached).
- Clean and disinfect touchable surfaces frequently.
- Review and implement a record keeping process to maintain records of guest and staff movements if contact tracing is necessary due to a confirmed case. This includes maintaining guest registration records, employee work assignments, documentation of key control procedures, and security camera footage.

COMMON AREA CLEANING BMPs

- Follow the CDC guidance for Cleaning and Disinfecting Your Facility (attached).
- Clean and disinfect touchable surfaces frequently.
- Set and post a schedule for cleaning and disinfecting common areas.

ROOM CLEANING BMPs

- For the protection of housekeeping staff, wait to clean room at least 24 hours after guests

¹ LODGING FACILITIES are defined as: any structure or dwelling unit, or any portion of any structure or dwelling unit which is occupied or intended or designed for transient lodging occupancy for 30 days or less for dwelling, lodging, or sleeping purposes, and includes any hotel, motel, B&B facility, RV sites in RV parks and/or campgrounds public or private, tent and yurt sites in public or private campgrounds, resorts and inns, condominium, vacation rentals, studio hotel bachelor hotel, lodging house, guest ranches, cabins, rooming house apartment house public or private dormitory, fraternity/sorority, public or private club—provided such occupancy is for less than a 30 day period.

depart. Open doors and windows to increase air circulation. Consider adopting an alternating room rental schedule so allow for the 24-hour cleaning wait time.

- Train housekeeping and other staff to follow the CDC guidance for Cleaning and Disinfecting Your Facility (attached).
- Use damp cloth cleaning methods. Dry dusting or sweeping can cause viruses to become airborne and increase the likelihood of spread.
- Linens can become contaminated with the virus. When cleaning laundry items such as linens, blankets, towels, etc. remove the item carefully and do not shake. Add disinfectant to laundry during wash and wash with hottest water setting available. Bed skirts and bedspreads must be washed more frequently. Clean and disinfect any carts used to transport dirty linens. Do not cross contaminate dirty linen and clean linen carts.
- Use mattress covers, pillow covers, and duvet covers that are easier laundered daily.
- Consider removing hard to clean fabric items such as extra pillows that are not shammed and bed bolsters during this crisis.
- Replace wood or fabric clothes hangers with disposable ones or easier to clean plastic.
- Use disposal plastic liners in all trash receptacles.
- If dishes and utensils are offered in the room they should be cleaned and sanitized after each guest—regardless of whether they appear used or not.
- Frequently change mop heads, rags, and similar items used for cleaning and disinfecting.
- Clean, disinfect, and air-dry cleaning equipment after each day's use.

EMPLOYEE RELATED BMPs

- Follow CDC guidance in the Prepare you Small Business and Employees for the Effects of COVID-19 (attached)
- Follow the Oregon Guidance for Employers on COVID-19 and the Retail Sector guidelines as issued by the Governor (draft issued April 28th attached).

- Post the OSHA Ten Steps All Workplace Can Take to Reduce Risk of Exposure to Coronavirus poster (attached).
- Follow the OR OSHA guidance on their website:
<https://osha.oregon.gov/Pages/re/covid-19.aspx> check back regularly on the page as it is updated frequently
- Provide disposal gloves for employee use.
- Discourage employees from using other worker's phones, desks, offices or other work tools and equipment.
- Consider discouraging non-employee visitors during breaks. Pursuant to CDC (guidance document attached) and Oregon Health Authority recommendations, strongly encourage the use of face coverings by employees during their work shift.

Guidance sources for preparing these Best Management Practices:

- Center for Disease Control Coronavirus (COVID-19) website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Oregon Health Authority COVID-19 Updates website: <https://govstatus.egov.com/OR-OHA-COVID-19>
- Oregon Restaurant and Lodging Association (ORLA): https://www.oregonrta.org/uploads/9/7/9/8/97983354/reopening_guidelines_for_ahla_members.pdf
- West Virginia Department of Health & Human Resources Coronavirus Disease 2019 (COVID-19) Guidance for Hotels, Motels, and Other Lodging Facilities: <https://dhhr.wv.gov/COVID-19/Documents/COVID-19-Guidance-For-Hotels-Motels-and-Other-Lodging-Facilities.pdf>
- Illinois Department of Public Health Recommended Guidance for Preventing Spread of COVID-19 in Hotels: https://www.dph.illinois.gov/sites/default/files/20200317_Hotel_Guidance_With_Fitness_Centers_Gym.pdf
- Minnesota Department of Health Lodging Establishment Cleaning Guidance for COVID-19: <https://www.health.state.mn.us/diseases/coronavirus/lodgingcleaning.pdf>
- COVID-19 Guidance & Resources: <https://www.nhlra.com/covid-19-guidance--resources.html>
- VRMA Guidance for vacation rentals <https://www.vrma.org/page/vrhp/vrma-cleaning-guidelines-for-covid-19>

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