COVID-19 BUSINESS TOOLKIT

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NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT

PHAB — *Advancing public health performance* — ACCREDITED HEALTH DEPARTMENT · PUBLIC HEALTH ACCREDITATION BOARD

Northern Kentucky Health Department
8001 Veterans Memorial Drive, Florence KY 41042 | 859-341-4264 | www.nkyhealth.org

IMPORTANT: The guidance in this document was last updated June 8, 2020, and is subject to change. For the latest recommendations, please visit the Governor's Healthy at Work website at https://govstatus.egov.com/ky-healthy-at-work. For questions to the Health Department, email nkywebmaster@nkyhealth.org or call (859) 341-4264.

REOPENING CHECKLIST

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This general guidance is intended as a tool to assist local businesses, industry groups and trade associations with their planning efforts to prepare for reopening/restarting. These prevention measures are based on the Kentucky Department for Public Health criteria on the Governor's Healthy at Work on-line portal to help protect workers and customers from COVID-19 transmission in your business. More specific guidance may be provided by the Governor's Office or the Kentucky Department for Public Health, and will be posted on the COVID-19 page of our website at www.nkyhealth.org. This document will be updated as new information is provided.

Physical Distancing

☐ Socially distance and space workers six feet apart
☐ Ensure the distance between workers and customers, and between individual customers, is maintained at six feet.
Recommended best practices — Continue to allow workers who can telework to do so; Reduce the number of workers per shift or and/or stagger shifts; Limit elevator occupancy

Facility Controls

☐ Implement protocols for frequent cleaning and disinfection of the facility, including equipment used and common touch surfaces per public health recommendations
☐ Place hand sanitizers near common touch items (printers, elevators, etc.)
☐ Close, reconfigure or restrict access to common areas such as breakrooms, cafeterias and outdoor areas where people gather
☐ Implement protocols for cleaning and disinfection of work and transportation vehicles
☐ Limit elevator occupancy to allow for six feet between passengers

Employee Health

☐ Designate a safety officer responsible for health compliance at each worksite
☐ Screen all workers for COVID-19 symptoms (e.g. fever, cough, difficulty breathing, etc.) and exposure to anyone who has been diagnosed with COVID-19 before each shift, including temperature checks
☐ Advise workers with symptoms to remove themselves from the workplace and contact their health care provider for further instructions
☐ Ensure sufficient availability of hand-washing access (soap and water) and hand sanitizer
☐ Provide appropriate personal protective equipment to workers (cloth face masks and greater PPE as needed due to situation)
Recommended best practices — Provide masks to customers coming into facilities as needed and/or feasible; Modify personnel policies to incorporate changes to worker health related policies and procedures to be supportive of workers who must be in quarantine or isolation

Administrative Controls

☐ Alter work procedures and assignments to reduce contact between individuals
Recommended best practices — Communicate using technology; Adopt flexible sick leave policies; Make accommodations for workers who are members of vulnerable populations (e.g. see CDC categories of individuals most at risk for serious complications); Minimize non-essential travel in and out of state

Engineering Controls

Recommended best practices—Reconfigure work spaces to create distance between workers or the public; Create physical barriers between people

Communications

☐ **Report positive COVID-19 employee cases or exposures to the Northern Kentucky Health Department so that workplace control measures can be reviewed and/or implemented. Call 859-391-5357.**
Recommended best practices—Communicate changes in procedures and operations with workers, customers, and the public, including workers who do not speak or read English; Set expectations with workers for frequent hand hygiene and wearing masks by workers where appropriate or able.

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The following links provide additional information and should be checked frequently for any updates:

CDC Guidance for Businesses
https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

Disinfection of Facility
https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Northern Kentucky Health Department COVID-19 Page
https://nkyhealth.org/individual-or-family/health-alerts/coronavirus/

Kentucky's COVID-19 Page
https://govstatus.egov.com/kycovid19

The threat of COVID-19 will be with us for the foreseeable future. Everyone in Northern Kentucky has a role to play in protecting themselves and others from COVID-19 as we wait for effective treatments and a vaccine to be available. As residents continue to take appropriate actions to stay healthy at home, businesses will need to implement measures to keep residents healthy at work as well. This is critical to preventing the spread of COVID-19 and to the reopening of Northern Kentucky.

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This document is based on the minimum requirements set by the Governor at https://govstatus.egov.com/ky-healthy-at-work.

COVID-19 Health and Safety Guidance for Facilities

COVID-19 Healthy at Work Coordinator

- **Identify a workplace coordinator** who will be responsible for COVID-19 compliance for your facility. The Safety Coordinator will educate and train all employees, contractors and customers on current guidance and requirements.

Employee and Visitor Health Screening

- Instruct all employees not to report to work if they are having any signs and symptoms of COVID-19.
- Signs and symptoms may include: fever (100°F or higher) or chills, cough, shortness of breath or difficulty breathing, fatigue, sore throat, muscle or body aches, congestion or runny nose, new loss of taste or smell, diarrhea, and nausea and vomiting.
- Screen all employees and visitors for COVID-19 symptoms and exposure to anyone who has been diagnosed with COVID-19 before each shift, including temperature checks. Questions should be written or spoken in the languages employees speak and read.
    - Advise employees who are not feeling well or with symptoms to remove themselves from the workplace and contact their health care provider for further instructions.
- Actively encourage sick employees to stay home.
    - Leave policies should be flexible and non-punitive, and allow sick employees to stay home and away from co-workers.
    - Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.

Educate and Train Employees on Reducing the Spread of COVID-19

- Educate employees about COVID-19, including recognizing signs and symptoms of infection, and ways to prevent exposure to the virus.
- Employees should be educated and trained on all Healthy at Work protocols.
- All communication and training should be easy to understand and should:
    - Be provided in the preferred languages spoken or read by the employees.

Social (Physical) Distancing

- Allow employees to telework as much as possible.
- Identify essential personnel:
    - Reduce the number of employees per shift and/or stagger shifts.
    - Socially distance and space employees six feet apart.
    - Limit face-to-face interaction by conducting meetings via telephone or internet.
- Reconfigure work space to create distance between employees or the public.
    - Ensure the distance between employees and customers, and between individual customers, is maintained at six feet.
    - Consider physical barriers between employees.
- Make accommodations for employees who are members of vulnerable populations (e.g. see CDC categories of individuals most at risk for serious complications).
- Restrict common areas such as lobbies, waiting rooms, break rooms, etc. to maximize social distancing and to reduce congregating.
- Limit work-related travel. Review travel advisories and recommendations for any essential travel.

Personal Protective Equipment (PPE) and Facial Coverings

- Require that all employees routinely wear facemasks, face coverings, or disposable masks along with the standard PPE that is needed for routine work.
- Provide face coverings to visitors as needed and/or feasible.

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Hand Hygiene

- Require employees and visitors to wash their hands frequently.
- Place hand sanitizer near common touch items (printers, staplers, elevators, etc.).
- Encourage employees to avoid touching noses, mouth, eyes and face.
- Cover cough and sneezes with a tissue or elbow.
- Provide work areas with hand sanitizer and sanitizer wipes.

Cleaning and Disinfecting

- Fully clean and disinfect work area equipment and common areas frequently, and at every shift change. Use Environmental Protection Agency (EPA) registered disinfectants to sanitize surfaces.
- If an employee becomes ill at work, their work area must be cleaned and disinfected immediately before another employee may be assigned to their work area.
- Check that you are following label directions and observing contact times to ensure cleaning and disinfection is effective.
- Pay special attention to high touch areas such as stair railings, tools, guards, doorknobs, computers, equipment that is used by staff, etc.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together–this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Shift and Break Schedules

- Stagger work-shift schedules, or create new working shifts with fewer employees per shift, to prevent congregating.
- Revise break times to prevent congregating in cafeterias and break rooms.
- Discourage staff from congregating in common areas (i.e. cafeterias, break rooms, outdoor smoking areas, etc.)
- Designate additional areas for breaks and meals.

Employee Carpooling

- Encourage employees to avoid carpooling with members outside the household to and from work, if possible.
- If carpooling, encourage employees to wear a mask and limit the number of people in each vehicle.

Testing Plan

- Ensure an employee with COVID-19 symptoms is tested within 36 hours.
- Employees should isolate with suspected or confirmed COVID-19.

What can you expect if an employee is laboratory-confirmed with COVID-19?

- For all laboratory-confirmed cases of COVID-19, the Northern Kentucky Health Department will contact the ill employee to interview them about symptoms and personal and professional contacts.
- **Report positive COVID-19 employee cases to the Northern Kentucky Health Department so that workplace control measures can be reviewed and/or implemented. Call 859-391-5357 to report a case.**
- Employers must be prepared to assist public health officials if an employee tests positive or become exposed to COVID-19. Public health officials may make recommendations for high-risk contacts of the infected person to stay at home (self-quarantine) for 14 days.
- Please be prepared to answer the following questions about an employee who tested positive:
    - What were the employee's symptoms, and when did the symptoms first appear?
    - What was the last day that the employee came into work?
    - What was the employee's work schedule two days prior to the date the employee first had a symptom of COVID?

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- Where did the employee work and what were the employee's specific job responsibilities in the days prior to the last day at work before the employee tested positive?
- Who would have come in close contact with that employee in the two days prior to the date the employee first had a symptom of COVID-19?
    - Consider employees who were within six feet of the individual for more than five minutes working, sitting in the same meetings, interacting during breaks, etc.
    - Consider customers, clients, vendors or visitors who may have interacted with the employee within six feet of the individual for more than five minutes.
- Be prepared to provide contact information for the employee who tested positive and anyone who may have come into close contact with that employee.
- NKY Health will provide a letter to the worksite to distribute to all identified close contacts indicating next steps including quarantine directions for 14 days from the last date of exposure to the positive case.
- NKY Health will discuss with the worksite the Healthy at Work guidelines and identify any potential areas to increase disinfection, social distancing, PPE, handwashing and next steps.

When can an ill employee return to work?
- All positive or presumed positive employees should be excluded from work and/or remain in isolation until **all** three of the following criteria are met:
    - At least 72 hours with no fever without the use of fever-reducing medications; **AND**
    - Improvement in respiratory and all other symptoms (i.e. cough, shortness of breath, diarrhea, etc.); **AND**
    - At least 10 days have passed since symptoms first appeared.
- Return to work notes should not be required as healthcare providers are very busy and cannot provide the notes.
- A negative test should not be required to return to work because testing priorities and capacity are not able to support this initiative. The only exceptions to this are for specific sectors of health care agencies.

Contingency Operation Plan
- Develop a contingency plan for operations if an outbreak occurs in a community where your business operates. Consider how your business can continue to run if a significant number of employees, contractors, supplies, etc., cannot come to your place of business because they or a family member are ill.
- Communicate the plan to the employees and contractors on the plan and make sure they are aware of what to do.

For Healthy at Work guidance from the Governor's Office, please visit
https://govstatus.egov.com/ky-healthy-at-work.

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If an employee is discovered to be ill during the temperature check and health screening conducted prior to the start of the employee's work shift, or if an employee becomes ill during their shift, the employee must leave the facility.

The following should be included in a workplace COVID-19 testing plan:

- Ensure an employee with COVID-19 symptoms is tested within 36 hours, or they cannot come back to work.

- Employees who have a fever and/or symptoms of COVID-19 must leave the facility. They should quarantine at home until they receive test results. If they test positive, they should remain isolated at home.

- If an employee tests positive, the entities must immediately notify the local public health department by calling (859) 391-5357.

- Entities must ensure that employees are trained on how to isolate individuals with suspected or confirmed COVID-19 and how to report possible cases.

For COVID-19 testing locations in Northern Kentucky, please visit https://bit.ly/2T2Wrvx.

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What can you expect if an employee is laboratory-confirmed with COVID-19?

- For all laboratory-confirmed cases of COVID-19, the Northern Kentucky Health Department will contact the ill employee to interview them about symptoms and personal and professional contacts.
- **Report positive COVID-19 employee cases to the Northern Kentucky Health Department so that workplace control measures can be reviewed and/or implemented. Call 859-391-5357 to report a case.**
- Employers must be prepared to assist public health officials if an employee tests positive or become exposed to COVID-19. Public health officials may make recommendations for high-risk contacts of the infected person to stay at home (self-quarantine) for 14 days.
- Please be prepared to answer the following questions about an employee who tested positive:
  - What were the employee's symptoms, and when did the symptoms first appear?
  - What was the last day that the employee came into work?
  - What was the employee's work schedule two days prior to the date the employee first had a symptom of COVID-19? Where did the employee work and what were the employee's specific job responsibilities in the days prior to the last day at work before the employee tested positive?
  - Who would have come in close contact with that employee in the two days prior to the date the employee first had a symptom of COVID-19?
    - Consider employees who were within six feet of the individual for more than five minutes working, sitting in the same meetings, interacting during breaks, etc.
    - Consider customers, clients, vendors or visitors who may have interacted with the employee within six feet of the individual for more than five minutes.
  - Be prepared to provide contact information for the employee who tested positive and anyone who may have come into close contact with that employee.
- NKY Health will provide a letter to the worksite to distribute to all identified close contacts indicating next steps including quarantine directions for 14 days from the last date of exposure to the positive case.
- NKY Health will discuss with the worksite the Healthy at Work guidelines and identify any potential areas to increase disinfection, social distancing, PPE, handwashing and next steps.

When can an ill employee return to work?

- All positive or presumed positive employees should be excluded from work and/or remain in isolation until **all** three of the following criteria are met:
  - At least 72 hours with no fever without the use of fever-reducing medications; **AND**
  - Improvement in respiratory and all other symptoms (i.e. cough, shortness of breath, diarrhea, etc.); **AND**
  - At least 10 days have passed since symptoms first appeared.
- Return to work notes should not be required as healthcare providers are very busy and cannot provide the notes.
- A negative test should not be required to return to work because testing priorities and capacity are not able to support this initiative. The only exceptions to this are for specific sectors of health care agencies.

Employees exposed to an individual diagnosed with COVID-19

- Develop a contingency plan for operations if an outbreak occurs in a community where you business operates. Consider how your business can continue to run if a significant number of employees, contractors, supplies, etc., cannot come to your place of business because they or a family member are ill.
- Communicate the plan to the employees and contractors on the plan and make sure they are aware of what to do.
- Employees who have been in close contact with an individual diagnosed with COVID-19 should quarantine for 14 days from the last exposure to the person. Close contact is typically defined as within 6 feet of the individual who is positive for 15 minutes or more (unless exposure occurred in a health care setting) and those who live in the same household.

- If an employee lives in the same house as someone diagnosed with COVID-19, the employee does not start the 14 day quarantine period until the individual diagnosed is considered recovered (see section on when someone is considered recovered).
- Close contacts may have been provided a letter by a public health agency that indicates they have been identified as a close contact with directions.
- If an employee reports exposure to a positive case and is tested for COVID-19, a negative test result does not change the need for the quarantine period.

Contingency Operation Plan
- Develop a contingency plan for operations if an outbreak occurs in a community where your business operates. Consider how your business can continue to run if a significant number of employees, contractors, supplies, etc., cannot come to your place of business because they or a family member are ill.
- Communicate the plan to the employees and contractors on the plan and make sure they are aware of what to do.

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ADDITIONAL RESOURCES

The following links provide additional information, and should be checked frequently for any updates:

Northern Kentucky Tri-Ed
https://www.northernkentuckyusa.com/

The Northern Kentucky Chamber of Commerce
http://www.nkychamber.com/news/covid-19/

Personal Protective Equipment (PPE) Resources
https://docs.google.com/spreadsheets/d/1B26mOcbcZdNp8ECjgI4cN6DiT-yeun9Nm0nM-QflMkE/edit#gid=1190871810

Employer Handbook for Unemployment during COVID-19
https://kydev.my.salesforce.com/sfc/p/#t00000004X3h/a/t0000000owbH/gDrnBf_CTyJfzzOcVH_.6wvYb0oTsy6.PkqiOeb16jY

CDC Guidance for Businesses
https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC Guidance for Cleaning and Disinfecting Your Facility
https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Northern Kentucky Health Department COVID-19 Page
https://nkyhealth.org/individual-or-family/health-alerts/coronavirus/
(includes materials in Spanish and other languages)

Kentucky COVID-19 Page
https://govstatus.egov.com/kycovid19

Kentucky Healthy at Work
https://govstatus.egov.com/ky-healthy-at-work

The Northern Kentucky Career Center
https://nkcareercenter.org/

Northern Kentucky Health Department
8001 Veterans Memorial Drive, Florence KY 41042 | 859-341-4264 | www.nkyhealth.org

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![NKY HEALTH - NORTHERN KENTUCKY HEALTH DEPARTMENT]

Food Service Establishment Protocols for COVID-19 Case

This document provides guidance for food service establishments with food employees that are positive for COVID-19, or presumed positive because the employee is showing symptoms of COVID-19. Some symptoms of COVID-19 include coughing, fever (100.4°F and above) and shortness of breath.

Food Employee Positive for COVID-19, or Food Employee Presumed Positive Due to Symptoms:

- If employee is onsite, send them home **IMMEDIATELY.**
- If the employee is at home, do not allow the employee to come back to work.
- Contact NKY Health at 859-341-4151 (M-F, 8a-5p), or after hours at 859-341-4264, Option 3.
    - NKY Health staff will assist with next steps, including guidelines for exposed co-workers.

Dispositon of Food

- Discard all prepared and unpackaged food items handled by or exposed to employee.
- If possible, wipe down intact, unopened packaging with your daily sanitizer using normal concentrations (50-100ppm for chlorine; 150-400ppm for quaternary ammonia).

Single Service Items

- Discard any unpackaged single service items handled by or exposed to employee.
- If possible, wipe down intact, unopened packaging with your daily sanitizer using normal concentrations (50-100ppm for chlorine; 150-400ppm for quaternary ammonia).

Enhanced Cleaning and Disinfection

- Chlorine Bleach (Regular/Unscented): Mix and use the chlorine solution promptly.
    - 1 2/3 cup bleach in 1 gallon of cold water. This yields 5000ppm, and is extremely stronger compared to normal concentrations.
    - Use on frequently touched, hard surfaces, and allow to air dry.
- Cleaning and disinfection staff should wear gloves, gowns and eye protection.
- Additional EPA products effective for COVID-19 can be found at – https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- **When used on a food contact surface, rinse with water afterwards.**

Positive or Presumed Positive Employee Returning to Work

- If possible, the employee should obtain medical clearance from their health care provider.
- If medical clearance is not possible, they may return to work after –
    - Three full days with no fever without the use of fever-reducing medications; AND
    - All other symptoms have improved (coughing, shortness of breath, etc.); AND
    - At least 10 days have passed since symptoms first appeared.
- **All three of the above conditions must be met.**

For further assistance, please contact NKY Health at 859-341-4151 (M-F, 8a-5p) or visit our website at www.nkyhealth.org.

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**CABINET FOR HEALTH AND FAMILY SERVICES
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COVID-19 Hotel/Motel Cleaning Recommendations for Prevention

This guidance provides recommendations and precautions for Hotels during the COVID-19 pandemic. Although much is still to be learned about the virus, early evidence suggests that the virus that causes COVID-19 is easily spread and more deadly than seasonal influenza. As more information becomes available about the virus, how it is transmitted, or recommended cleaning practices change, this guidance document will be updated.

Hotel managers and staff will need to take additional precautions and preventative actions, beyond their normal routine cleaning procedures, to improve guest and employee health and safety during this time.

Prevention
Ensure that staff are properly educated regarding prevention of acquiring the COVID-19 virus. The following can help prevent the spread of coronaviruses and protect hotel staff and guests from becoming infected:

- Wash hands often with soap and water for at least 20 seconds;
- Avoid touching eyes, nose, or mouth with unwashed hands; and
- Avoid close contact with people who are sick.

Cleaning/Disinfection to reduce the spread of COVID-19
Extra cleaning procedures will need to be implemented throughout the entire facility. All hotel staff should be trained on how to use disinfectants safely and correctly.

- **General Cleaning**
  - Use only disinfectant products that have been approved by the U.S. Environmental Protection Agency (EPA) for use against emerging viral pathogens.
  - Disinfectants should be applied during routine cleaning of guest rooms, public spaces, and meeting room areas. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
  - Public spaces, including the guest check-in/front desk area, need to be cleaned frequently with disinfectant. Disposable disinfectant wipes should be provided, if possible, to front desk staff to disinfect between guests. Pens, room keys and key cards at the front desk should also be cleaned with disinfectant.
  - High touch areas need to be cleaned with disinfectant as often as possible. Every two hours is the recommended cleaning schedule for these surfaces. This includes tables in

the lobby area, hard back chairs, door knobs, handles, buttons on elevators, water fountains, and ice and vending machines.

- Due to the nature of hotel fitness centers, swimming pools and spas, and the executive orders issued by Governor Beshear, these facilities shall remain closed during this time.

- **Linens and Towels** Linens and towels may become contaminated with the virus, so it is important that hotel staff take extra caution when removing linens from guest rooms.
  - <u>If possible, request that guests bag soiled linens and place closed bag outside their door for pick up.</u>
  - <u>Similarly, if possible ask the guest to bag trash and place the closed bag outside their door for daily pick up.</u>
  - Wear disposable gloves and wash hands immediately after removing unclean laundry/soiled linens.
  - Do not shake unclean laundry or linens to minimize the possibility of dispersing the virus through the air.
  - Launder items as appropriate with the manufacturer's instructions, using the warmest appropriate water setting for the items and dry items completely.
  - It is important to add disinfectant when washing laundry.
  - Clean and disinfect linen hampers often, or use liners that are either disposable or can be laundered.
  - Keep all unclean linens separate from clean linens.
  - Bedspreads shall be washed on a weekly, basis and between occupants and dried on the highest appropriate heat setting.

Hotel Staff

- Educate and train staff to use the disinfectants safely and correctly. Staff should wear gloves when cleaning. Many of the cleaning products need to remain on hard surfaces for several minutes in order to be effective.
- Post signage to remind guests and workers to wash hands with soap and warm water frequently, for at least 20 seconds each time. If possible, provide alcohol-based hand sanitizer that contains at least 60% alcohol in all guest areas and to all staff.
- Staff should be advised not to touch their faces and to practice "social distancing" by standing at least six feet away from guests and other workers.
- Educate staff on the most common signs and symptoms of coronavirus infection, which are fever, dry cough, and shortness of breath. Symptoms typically occur 1-14 days after exposure, though a small portion of people who are infected don't show symptoms.
- Monitor staff for fever or respiratory symptoms prior to starting their shift. This may include taking temperatures. Restrict staff with fever or acute respiratory symptoms.

Maintain Records

Review and implement a record keeping process to maintain records of guest and staff movement. This will be important to assist local health officials in tracing who has been in contact with any infected individuals that have been to a hotel property. Examples of records can include guest registration records, employee work assignments, and documentation of key control procedures including the electronic lock records.

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Preventative Actions for the spread of COVID-19 in a guest room with known case of COVID-19

The following recommendations are additional increased precautions and cleaning measures for guest rooms of a known or suspected case of COVID-19.

- To minimalize exposure, staff assigned to specified rooms, shall close off areas used by the known/suspected ill persons. Windows and outside doors may be opened to increase air circulation in contaminated areas. If possible, staff should wait 24 hours to begin cleaning and disinfecting to decrease potential for exposure to respiratory droplets.
- Proper Personal Protection Equipment, PPE, such as gloves, a disposable gown or coveralls, facemask, and eye protection should be worn while cleaning and disinfecting the items in or from the room. PPE shall be discarded after each cleaning. If the equipment is reusable it should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufactures instruction for and disinfection of PPE used. Hands should be washed immediately after removal of PPE.
- When soiled linens and/or towels are being removed from a room they should be not be shaken out. Soiled laundry should be gently rolled and placed in a disposable bag for transport to laundry facilities. All linens in the room, including the mattress cover, bedspread, bed scarfs, extra linens, and all towels shall be removed from the room to be laundered using a disinfectant and dried throuroughly at the highest appropriate heat setting.
- Any trash collected in the room should be tightly closed in a disposable bag and taken to the dumpster area immediately for disposal, not stored within the hotel facility.
- Trash receptacles should be thoroughly washed, cleaned, and sanitized with disinfectant approved by the EPA.
- All surfaces of the room shall be cleaned and disinfected. This can be done through use of an EPA approved SARS-CoV-2 disinfectant product (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19) that is applied according to manufacturer's instructions on all surfaces, and/or through use of a steam cleaner for upholstered furniture, carpeted areas, curtains, or rugs. Touched surfaces may include but are not limited to: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Unclean surfaces should be cleaned using a detergent or soap and water before disinfection.
- Disinfect all touched surfaces of the room with a bleach solution, alcohol solutions with a least 70% alcohol, or registered household disinfectant products with EPA-approved emerging viral pathogens claims. The manufacturer's instructions for all cleaning and disinfection products, and the methods for proper ventilation for those products, should be followed.
  - ο Diluted household bleach solutions can be used if appropriate for the surface. Check to ensure the product is not past its expiration date. **Never mix household bleach with ammonia or any other cleanser**. Unexpired household bleach will be effective against coronaviruses when properly diluted.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3rd cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean and disinfect with an appropriate EPA approved SARS-CoV-2 product as indicated for use on these surfaces. If vacuuming is required, use of a HEPA equipped vacuum is recommended. After cleaning:
  - ο 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 at the highest appropriate heat setting, or
  - ο Use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

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- All common areas of the hotel that the guest may have visited should be cleaned and disinfected with an appropriate EPA approved SARS-CoV-2 product as indicated for use on the surfaces. This includes ice machine and vending areas provided throughout the hotel.

  Consult with your local health department to determine appropriate actions if a guest or worker presents symptoms of COVID-19 disease, as well as how to respond if asked to quarantine guests.
  https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html

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