

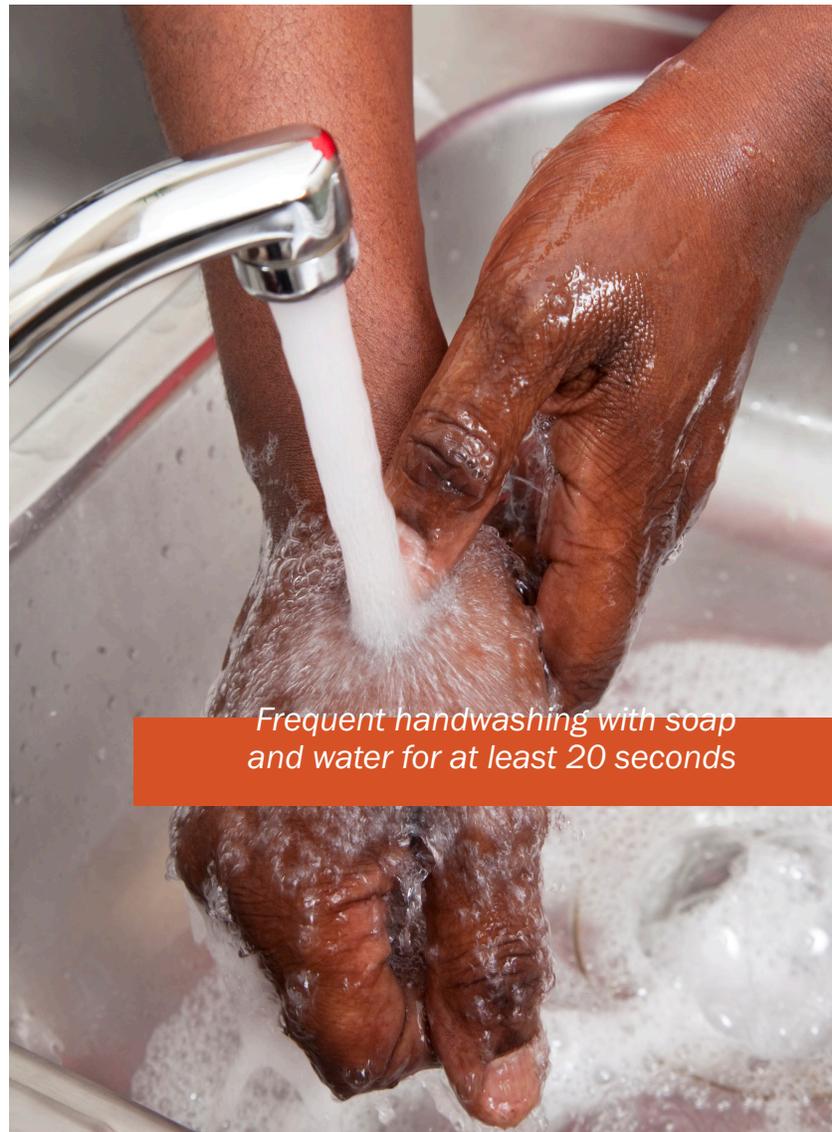
Reopening Guidance for Hotels

Immediate Steps to Prevent the Spread of COVID-19

All hotels should follow these mitigation strategies to prevent the spread of COVID-19:

- Encourage hotel staff, including custodians and food handlers, to protect their personal health and the health of others.
 - Frequent handwashing with soap and water for at least 20 seconds or using alcohol-based hand sanitizer if hands are not visibly dirty. Handwashing is necessary when preparing food.
 - Coughing or sneezing into a tissue, or their sleeve if a tissue is not available, and cleaning their hands immediately afterward.
 - Avoiding touching their mouth, nose, and eyes.
 - Keep a distance of 6 feet between themselves and others, including between staff and guests.
- Post the signs and symptoms of COVID-19.
- Clean and disinfect high-touch surfaces and shared spaces.
- Use physical barriers to protect staff who will have interactions with guests. For example, physical barriers might include a sneeze guard or placement of a sufficiently large table to maintain 6 feet of distance between staff and guests.

These steps can help protect hotel staff and guests from COVID-19 exposure while minimizing disruption to important hotel services. Be prepared to change practices as needed to maintain critical operations. Refer to [CDC: Interim Guidance for Businesses and Employers](#) for more information on planning for and responding to COVID-19.



Frequent handwashing with soap and water for at least 20 seconds

Hotel Preparation

What physical changes should be made?

- Post signs throughout the hotel to teach proper hand hygiene (washing hands and using hand sanitizer), respiratory etiquette (cover your cough and sneeze), and avoidance of face touching.
- Print materials about hand hygiene are available in several languages on [MDH: Hand Hygiene Print Materials](#), and handwashing posters are available on [CDC: Posters | Handwashing](#).
 - Additional COVID-19 print materials are available on the CDC and MDH websites.
- Put alcohol-based hand sanitizer at all entry points and key points in the hotel. If that is not possible, put up signs directing people to the nearest sink to wash hands with soap and water.
- Make sure soap, disposable paper towels, and running water are available in bathrooms and that toilets are in good working order.
- Put waste baskets throughout the facility and regularly empty them. Use disposable liners in wastebaskets if possible. Use a no-touch disposal receptacle if possible.

- Regularly clean all frequently touched surfaces such as doorknobs, handrails, bathroom fixtures (sink handles, toilets), countertops, work stations, tables, chairs, and elevator buttons.
- Use the cleaning products that you usually use in these areas and follow the directions on the label.
- Provide disposable wipes so staff can frequently wipe down commonly used surfaces like doorknobs, keyboards, remote controls, and desks.
- Staff should wash hands, preferably with soap and water or, alternatively, with alcohol-based hand sanitizer after any cleaning activities.
- Clean all shared equipment after each use.
- Develop or review your facility's plans for infection control and response to infectious disease.

What should management do?

- Develop or review your business-continuity plan so you can continue providing critical services even if staffing levels drop due to illness, caring for sick family members or friends, or because children may be temporarily out of childcare or school.
- Develop a plan to monitor staff absenteeism.
- If possible, cross-train personnel to perform essential functions so the facility is able to operate even if key staff are absent.
- Staff who are at high risk of severe COVID-19 should check with their health care provider about restrictions on their activities when COVID-19 is present in the community. Do not have high-risk staff interact with hotel guests if at all possible.
- During times when COVID-19 is present in the community, make sure your sick leave and other absence policies are flexible and non-punitive so staff can stay home if they are sick or if they need to care for a sick family member or friend.



Regularly clean all frequently touched surfaces

Please check with your local municipality for additional guidance or requirements for reopening.

- Make sure your staff are aware of sick leave and other absence policies. Do not require a health care provider's note to validate illness or return to work, as health care provider offices and medical facilities may be extremely busy and unable to provide this documentation.
- Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use personal protective equipment (PPE), what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with [OSHA Standard 1910.1200 - Hazard Communication](#).
- Employers must comply with [OSHA Standard 1910.1030 - Bloodborne pathogens](#), including proper disposal of regulated waste, and [OSHA Standard 1910.132 - General requirements](#).

When can a sick staff member return to work?

Both lab-confirmed and clinically diagnosed staff should stay home and not come to work until all of these are true:

- Symptoms have improved, and
- At least 10 days have passed since illness onset, and
- At least 3 days have passed since a fever was gone (without fever-reducing medicine).

How can cleaning staff safely perform their job?

The risk of exposure to cleaning staff is low.

Wear Personal Protective Equipment (PPE)

Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing and gowns should be laundered at the end of the shift. Wash hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by sick people. Wash hands immediately after gloves are removed.



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Remove PPE Properly

PPE must be properly removed to reduce the risk of self-contamination. Carefully remove gloves, gowns, aprons, etc. to avoid contaminating the wearer and the surrounding area. Remove gloves first, then wash hands using soap and water for at least 20 seconds. Cleaning staff should immediately report breaches in PPE or any other potential exposure to their supervisor.

Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

Follow the Guidance for Cleaning and Disinfecting

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by sick people before beginning disinfection.

To minimize your risk, take these steps if a sick person has recently occupied your space:

- Close off communal areas visited by the sick people (if they have left the hotel, this applies to their hotel room as well).
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.

PPE must be properly removed to reduce the risk of self-contamination.

For disinfection, most common EPA-registered household disinfectants should be effective.

Cleaning Hard (Non-porous) Surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, most common EPA-registered household disinfectants should be effective.

- A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at [List N: Disinfectants for Use Against SARS-CoV-2](#). Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. 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 (1/3 cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

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Cleaning Soft (Porous) Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products that are EPA-approved and that are suitable for porous surfaces: [List N: Disinfectants for Use Against SARS-CoV-2](#).

Cleaning Electronics

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Cleaning Linens, Clothing, and Other Items That Go in the Laundry

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.

Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with a sick person can be washed with other people's items.

Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.



Do not shake dirty laundry to minimize the possibility of dispersing virus through the air.

Source: [Interim Guidance for Hotel Managers and Owners](#), [Minnesota Department of Health](#)

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