

ADDENDUM C: Hospitality Lodging Safety Plan/Checklist

Pacific County Hospitality Lodging - Minimum Safety Plan Requirements

The requirements below apply to all hospitality lodging in Pacific County including but not limited to Hotels, Motels, RV Parks, Campgrounds, and Vacation Rentals. These guidelines are based on the phased approach to re-opening hospitality lodging in Pacific County. If there is a reemergence of COVID cases which requires reinstating restrictions, the County may revisit the original prohibitions.

The checklist below must be completed, signed, and returned to the Pacific County Public Health Department via email to: pceocFinAd@co.pacific.wa.us prior to re-opening of facilities.

Name of Establishment: _____

Responsible Party: _____

Phone number: _____ Email: _____

Location(s) address: _____

Total # and type of Units (room, RV hookup sites, tent site, etc.): _____

Required components (indicate with n/a if guideline doesn't apply to your facility)

- Remote check in will be implemented if possible (i.e. scheduled check in time, have guests wait in car for check in time, text/phone check in, curbside check in etc.)
- Barrier in place at check in – i.e. plexiglass
- Staff must wear business-provided masks when interacting with guests
- Hand sanitizer in lobby and other public places
- Employee health screening at start of each shift (temp, cough, sore throat, headache, muscle aches, new loss of taste/smell- others as updated by [CDC](#)).
- Employees are excluded from work while exhibiting any COVID symptoms and encouraged to sign up for drive through testing (call 875-9407 or 642-9407), or contact their provider about testing.
- Return to work allowed if 10 days have passed since symptoms started, 72 hours after last fever and other symptoms start to improve, regardless of test result.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions, which will likely include quarantine at home for 14 days](#).
- No communal meal, drinks, snack or other areas

- Keep log of all guests who are staying in the room (names/phone #s of each head of household, # of all guests). Keep information on file for a minimum of 4 weeks past checkout. Note: this information will only be requested by public health in case of contact investigation.
- Social distancing markers to ensure 6 feet separation in all public places including but not limited to hallways, lobbies, other common areas.
- One party in elevators at a time
- Disinfect all high touch surfaces between each guest, paying special attention to high-touch surfaces such as door handles, light switches, in-room tablets, safes, coffee machines, minibar refrigerators, and TV remotes.
- 3 hours between check-out and room cleaning.
- Stayover service will be provided only when requested and guests will have to be out of the room.
- PPE including masks and gloves will be provided and required to be used by all housekeeping staff
- Employees will wash hands or use hand sanitizer (min 60% alcohol content) between contact with guests
- Public spaces closed including but not limited to spas, pools, hot tubs, gyms, lounges or seating areas. Cordoned off and signed appropriately
- Install signage to inform guests and employees of social distancing guidelines, one guest in restroom at a time, ways to limit spread of disease, handwashing, etc. Example signage available at www.coronavirus.wa.gov and www.cdc.gov
- Instruct guests of health and safety rules in place. Ask guests to bring sanitation supplies for their use, masks, and adequate food supplies to limit need to go out to local grocery stores. This will be communicated prior to arrival – electronically and via phone and upon check in.
- Staff must be able to maintain social distance from each other in work stations and meet all other business guidelines as set by the state or local health authority
- Other Communal Areas (playgrounds, group gathering shelters, etc.). Campgrounds/RV parks with these amenities should close these areas until further notice.
- Communal restrooms must be cleaned and disinfected at least twice a day.
- Access to communal restrooms will be limited to one guest at a time.
- Full safety plan that includes all required components must be kept on site and provided upon request.
- All staff are provided a written copy of facility safety plan and provided training.

By signing below, I certify that _____ has adopted a safety plan that includes all required elements as outlined above. I agree to provide a copy of safety plan upon request by the Pacific County Health Department. I understand that failure to adhere to the plan shall be grounds for revocation of permission to open and may subject owner/operator to other penalties under state and local law.

Signature

Date

Printed Name, Title

Name of establishment