

Interim Guidance for Hotels



Public Health
Prevent. Promote. Protect.

Champaign-Urbana Public Health District
www.c-uphd.org

This document summarizes CUPHD's recommendations for hotels (As well as hotels with fitness centers, gyms and health clubs within their hotel) regarding COVID-19. This guidance will be reviewed and updated by CUPHD on April 7, 2020 and will be extended as needed.

Updated guidance for social/physical distancing: If gatherings are necessary, limit the number of people to 10.

General Prevention

To prevent the spread of the coronavirus and protect your staff and guests from becoming infected:

- Wash hands frequently with warm water and soap for 20 seconds
- Everyone – staff and hotel guests – should practice social distancing: people remaining 6 feet apart from each other as much as possible
- Staff experiencing a fever, cough, or shortness of breath should not work
- Avoid touching your face, especially eyes, nose, and mouth, with unwashed hands
- Disinfect "high touch" surfaces frequently with products that have been E.P.A approved
 - Includes: guestrooms, public spaces, health club areas, meeting rooms, front desk, elevator buttons, water fountains, ice and vending machines, pens, room keys, key cards, etc.
 - Click [here](#) for the CDC's cleaning and disinfecting guidelines
 - Click [here](#) for examples of EPA approved products

Preventative Actions for Vulnerable Populations

Social distancing actions are taken to restrict when and where people can gather to stop or slow the spread of COVID-19 or other infectious diseases in communities.

Social distancing actions include limiting large groups of people coming together, closing buildings, or canceling events.

Guests with medical conditions may wish to avoid a congregate setting such as a gym or health club.

Preventative Actions Specific to Hotels

- Linens may become contaminated with the virus, so it is also important to add disinfectant when washing laundry. Bed scarfs and bedspreads should be washed more frequently.
- You should maintain records that will help you trace who has been in contact with any infected individuals that have been to your property. Review and implement a record keeping process to maintain records of guest and staff movement. These records should be kept for a minimum of 90 days. This includes maintaining guest registration records, employee work assignments, documentation of key control procedures including the electronic lock records, and security camera closed circuit tapes. This is especially important if someone in your hotel has been confirmed to have the virus.
- Consult with CUPHD 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. Public health officials at the state, federal, and local level have the legal authority to implement control measures to prevent the spread of communicable disease, such as isolation and quarantine, travel restrictions, and medical treatment.

Contingency Planning

Consider reducing open hours or maximum capacity. Check the CUPHD, IDPH and CDC websites daily for updated guidance to reduce spread of COVID-19.

Contact us if you
have questions or
concerns:



217-239-7877



coronavirus@c-uphd.org



www.c-uphd.org

Preventative Actions for Hotel Workers

- Monitor guests as they enter and monitor employees at least once prior to starting their shift for fever or respiratory symptoms.
- Restrict guests with fever or acute respiratory symptoms.
- Gym and Health Club personnel should monitor CUPHD sources to understand COVID-19 activity in their community to help inform their evaluation of individuals with unknown respiratory illness.
- Post signs throughout the facility describing ways to prevent the spread of germs.
- Avoid shaking hands as a social greeting.
- Support hand and respiratory hygiene as well as cough etiquette by guests, visitors, and employees.
- Ensure employees clean their hands according to CDC guidelines, including before and after contact with guests, and after contact with contaminated surfaces or equipment.
- Put alcohol-based hand rub in every rest room (ideally both inside and outside of the room), at each end of each row of exercise machines, and at least one in the free weight area.
- Position germicidal spray and paper towels at each end of each row of exercise machines, and at least one set in the free weight area. Include extra signage to ensure guests are following standard self-cleaning protocol.
- Make sure tissues are available and every sink is well-stocked with soap and hand drying materials for hand washing.

Continued

- Post signs at the entrance instructing guests not to visit if they have symptoms of respiratory infection.
- Assess guests' symptoms of respiratory infection upon entering the facility.

Preventing the Spread of Respiratory Germs Within Your Facility

- Train housekeeping staff to use the disinfectants safely and correctly. Staff should wear gloves when cleaning. Many of these cleaning products need to remain on hard surfaces for several minutes in order to work. Follow the manufacturer's instructions for proper use to get the most virus killing protection. Schedule and perform routine cleaning and disinfection of all contact surfaces in public areas, guestrooms, television remote controls, toilet flush handles, door handles, water faucet handles, and flooring.
- Train hotel staff and 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 contact areas and to all staff. In addition, 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 proportion of people who are infected don't have symptoms.