

SAFEGUARD EMPLOYEES



DEVELOP PLAN TO SAFEGUARD EMPLOYEES

- ✓ Determine if there are an adequate number of trained employees to staff each area of operation during normal working hours. Develop a business continuity plan if not fully-staffed.
- ✓ Educate employees on symptoms of COVID-19.
- ✓ Closely monitor employee health and have symptomatic employees stay home in accordance with company illness policy.
- ✓ Emphasize the need to self-quarantine and contact employer if they've been exposed to someone confirmed to have COVID-19.
- ✓ Reinforce personal hygiene, cough etiquette and social distancing (as recommended by local and federal public health authorities).
- ✓ Provide hygiene materials such as tissues, hand soap and sanitizer.
- ✓ Have employees disinfect all personal hard, non-porous surfaces according to the directions for use on the product label.
- ✓ Inform employees of pandemic status and proper infection control procedures.
- ✓ Develop policies for worker protection and provide training on proper product use and how to read a Safety Data Sheet (SDS) to all cleaning staff.



PROMOTE INFECTION PREVENTION

Reduce the risk of transmission by



Washing your hands often and correctly.



Thoroughly cleaning and disinfecting personal items.



Covering your mouth and nose when coughing or sneezing.



Staying home while you are sick.



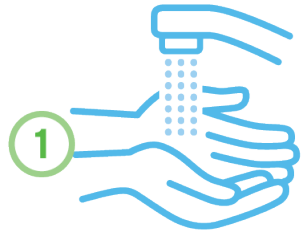
Avoiding close contact with potentially infected individuals.



Contacting a doctor immediately in the event of symptoms.

PROMOTE PROPER HAND HYGIENE

HAND HYGIENE >> Hands are a primary mode of transmission so hygiene must be judiciously implemented.



WET

hands with clean running water, turn off the tap and apply soap.



LATHER

the back of hands, between fingers and under nails.



SCRUB

for at least 20 seconds.



RINSE

hands well under clean running water.



DRY

hands using a clean towel or air dryer. If available, use a towel to turn off tap.



IF SOAP AND WATER ARE NOT AVAILABLE,

use an alcohol-based hand sanitizer.

- Use sufficient product to wet entire hand.
- Rub onto all surfaces of the hands for 30 seconds.
- Let air dry. DO NOT RINSE.



FREQUENCY OF HAND HYGIENE



When should I wash my hands?

- After blowing nose, coughing or sneezing
- After using the restroom
- Before, during and after food preparation
- Before eating
- After contact with animals or pets
- Before and after cleaning and disinfection
- After contact with high-touch surfaces in the hotel
- After removing PPE
- Before and after providing routine care for a guest who needs assistance
- When they appear dirty



Employer Responsibility:

- Ensures availability of hand soap and hand sanitizer.
- Trains and reinforces proper hand hygiene.

