

COVID-19

# CLEAN + SAFE CHECKLIST

For CHLA Members

Please complete this checklist, sign, and return to CHLA. You will then be sent a Clean + Safe window decal for posting at your property and images for website and promotional use indicating compliance with the CHLA Clean + Safe standards.



## GUEST CONSIDERATIONS:

- Prominent signage is displayed which indicates required hygienic practices and policies in all employee and guest common areas.
- Where appropriate, physical protection measures, such as barriers or screens, are in place.
- Request guests and visitors use hand sanitizer and provide dispensers, touchless whenever possible, at key guest entrances and contact areas.
- An amenity bag is provided during check-in containing COVID-19 awareness information, hand sanitizer, and perhaps masks/gloves (if possible).
- Guests requesting bell service are assisted and the bell cart is sanitized after each use.
- If masks are required, the hotel provides the masks and displays signage prominently, outlining proper mask usage.
- Provide a spray bottle of sanitizer or wipes in each room for guest use (if possible).
- Elevator button panels are sanitized frequently, and/or hand sanitizer is available at or in elevators, and the number of guests per elevator is limited.
- Multi-use and unnecessary items and amenities in guest rooms are cleaned between stays.
- Housekeeping does not enter guest rooms during a stay, unless by special request (if possible).
- Room service is adjusted for proper pickup/delivery protocols, sanitation of cutlery and single use condiments.
- The property website communicates expectations to guests, including cleanliness and safety features, as well as expectations for arrival and stay.

## EMPLOYEE CONSIDERATIONS:

- Employees are educated on COVID-19 transmission vectors and all guest protocols and procedures.
- Employees have been educated on proper hand cleaning practices, the differences between face masks and face coverings, how to obtain and use PPE, as well as how to access COVID-19 testing and leave benefits.
- Employees are trained on policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of those hazards.
- Housekeepers are required to wear gloves.
- Staff meetings are conducted with appropriate COVID-19 safety precautions.

- Employees wear appropriate PPE in accordance with state or local regulations and are trained on proper use and disposal of PPE. Masks and gloves have been provided to employees when appropriate/required.
- Employees are screened for COVID-19 symptoms via temperature checks, symptom questionnaires, or another reasonably effective method.

## CLEANING PROTOCOLS:

- The frequency of cleaning and sanitizing in all public spaces, with an emphasis on frequent contact surfaces, is increased.
- Proven cleaning and sanitizing protocols are in place to clean guest rooms, with particular attention paid to high-touch items.
- Rooms are 'sealed' or mechanisms/notices are in place for clean rooms not to be entered between guests.
- All bed linens and laundry are washed at a high temperature in accordance with CDC guidelines, and dirty laundry is bagged/contained in the guest room to eliminate excess contact while being transported.
- Rooms are fully sanitized between guest visits.
- The frequency of cleaning and sanitizing in all high traffic back of house areas, with an emphasis on employee dining rooms, locker rooms, restrooms and kitchens, is increased.
- Shared tools and equipment are sanitized during and after each shift or anytime the equipment is transferred to a new employee.
- Shared food and beverage equipment, including shared coffee/tea service is cleaned frequently.
- In the case of a presumptive COVID-19 positive guest, the guest's room is removed from service and quarantined and the guest room is not returned to service until case is confirmed or cleared. In the event of a positive case, the room is only returned to service after undergoing an enhanced sanitization protocol (per county regulations, if applicable), which is encouraged to be performed by a licensed third-party service.
- The frequency of air filter replacement and HVAC system cleaning is increased to maximize fresh air exchange and fresh airflow is maximized.
- Suppliers, delivery drivers, and other individuals from third-party companies are reminded of COVID-19 Safety Practices.

I, \_\_\_\_\_ the \_\_\_\_\_  
PRINT NAME JOB TITLE

at \_\_\_\_\_ located at \_\_\_\_\_  
PROPERTY NAME PHYSICAL ADDRESS

certify that the above checked items are correct and accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to CHLA, and after verification of your membership, you will be sent a Clean + Safe Certified window decal and images for website and promotional use.

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