

Personal Responsibility action steps for our employees:

Each employee is required to sign a personal responsibility form to confirm that the steps below are honored and followed

- Employee needs to take their temperature before coming to work and report a temperature over 100
- Employee cannot come to work when experiencing Covid 19 symptoms
- Employees agree to a temperature check when they arrive to work
- Employee will wash hands every 30 minutes or when compromised
- Employee understands that when a senior member of staff sees suspicion of Covid 19 symptoms that they are sent home
- Employee must wear mask and gloves at all times and replace when masks or gloves are compromised
- All personal items (cell phones, bags) need to be locked away and only retrieved during the lunch break
- Housekeeping needs to change gloves after every guest interaction
- No handshake policy – verbal warm welcome procedure

General Property Information:

- Property is deep cleaned and sanitized based on a set cleaning and sanitizing schedule.
- Reminding each other of social distancing, frequent hand washing and not to touch your face

Location of Hand sanitizer stations:

- Front Desk/Inn Lobby
- Yoga Loft

Check In:

- Guests will be preregistered. Check-in will expedited to accommodate minimal contact for the guest
- Guests will be asked to wear a face mask at all times in public during their stay.
- Guests will be reminded of social distancing

In Room:

- Rooms will not be occupied for 24 hours after the guest departs (whenever possible), then having housekeeping come in and bag all linen dirty or not to be sent out for laundering.
- Welcome amenities need to be covered/ wrapped
- Sanitized keys will be placed in the room prior to arrival
- E.P.A recommended products will be used for cleaning and sanitation
- Cleaning and disinfecting protocols will require that particular attention is paid to high-touch, hard nonporous items including television remote controls, toilet seats and handles, door and furniture handles, water faucet handles, nightstands, telephones, in-room control panels, light switches, temperature control panels, alarm clocks, luggage racks and flooring

- Ice buckets will be filled upon request.
- Housekeepers are required to change gloves after each room
- Blankets will be put in the closet and extra pillows will be removed from room and available by request
- All magazines and reading material to be removed

Public Area:

- The invisible service of cleaning of the public areas will now be a visible service.
- Prop door open when possible
- Cleaning and disinfecting protocols will require that particular attention is paid to frequently touched surfaces.

Check Out:

- Guests will be emailed a final bill to review prior to departure and it will not be necessary to stop by the desk to check out. (Express Checkout)