

CLEAN + SAFE CHECKLIST

For IHLA Members



Please complete this checklist, sign, and return to IHLA. 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 IHLA Clean + Safe standards.

GUEST CONSIDERATIONS:

- Prominent signage is displayed, including any required social distancing signage, floor markings indicating 6-foot distancing in common areas, including elevators, and required hygienic practices and policies in all employees and guest common areas.
- Where physical distancing is not possible, 'sneeze guards,' mask requirements, or usage limits and layout adjustments are in place.
- Request guests and visitors use hand sanitizer and provide dispensers, touchless whenever possible, at primary guest and employee entrances and contact areas.
- Guests enter through doors that are either open, automated, or manually operated by an employee (if possible/practical)
- Employees do not open the doors of guest vehicles. If valet service is provided, disinfecting of contact points within the vehicle is required.
- Guests requesting bell service are assisted by an employee with gloves and other appropriate PPE, and the bell cart is sanitized after each use.
- If masks are required, the hotel displays signage prominently, outlining proper mask usage.
- Provide a spray bottle of sanitizer or wipes in each room for guest use (optional).
- Elevator button panels are sanitized at least once per hour, and/or hand sanitizer or wipes are available at or in elevators.
- Multi-use and unnecessary items and amenities are removed from guest rooms.
- Housekeeping does not enter guest rooms during a stay, unless by special request or circumstances (if possible).
- Traditional room service shall be replaced with a no contact delivery method.
- Traditional buffet service shall be limited, but when offered, it should be served by an attendant wearing PPE, and utensils should be washed and changed more frequently.
- Where possible, the use of prepackaged foods and 'grab & go' items shall be the preferred method of food delivery.

EMPLOYEE CONSIDERATIONS:

- Employees are educated on COVID-19 and all guest protocols and procedures.
- Employees have been educated on proper hand cleaning practices and follow guidelines hourly and after activities such as using the restroom, cleaning, eating, and before and after starting shifts.
- Employees wear appropriate PPE in accordance with state

or local regulations and are trained on proper use and disposal of PPE. Masks and gloves are provided to employees when appropriate/required.

- Housekeepers are required to wear masks and gloves, with eyewear highly recommended.
- Staff meetings are conducted with appropriate social distancing (virtually or in other appropriate areas).
- Ask employees if they are experiencing symptoms of COVID-19 before the start of their shift. Employees should be encouraged to check their temperature prior to their shift and not come to work if feeling sick (confidential medical record).

CLEANING PROTOCOLS:

- The frequency of cleaning and sanitizing in all public spaces, with an emphasis on frequent contact surfaces, is increased.
- EPA- and CDC-approved 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 to CDC guidelines, and dirty laundry is bagged/contained in the guest room to eliminate excess contact while be transported.
- Rooms are left vacant for 24-72 hours prior to or after cleaning (if possible).
- 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 state/local regulations, if applicable), which is encouraged to be performed by a licensed third-party service.
- 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.
- The frequency of air filter replacement and HVAC system cleaning is increased to maximize fresh air exchange.
- Suppliers, delivery drivers, and other individuals from third-party companies are reminded of social distancing requirements and encouraged to wear face coverings while on property.

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 IHLA, 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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