

Risk Assessment

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| Assessment Name: COVID-19 | | |
| Organisation Name: Beacon Country House Hotel | Review Date: | <i>Ongoing Document – as required – or at least every 6 months</i> |
| Date Risk Assessment carried out: 18/6/2020 | Brief Workplace and Activity Description: Covid-19 – The risk of transmission to staff, guests and visitors to the Beacon Hotel | |
| Who carried it out: Jane James | | |
| Signature: | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom | Risk Level: High / Medium / Low | Review date |
|---|--|---|--|------------------------|--|--------------------|
| Transmission of COVID-19 Either person to person or from contaminated surfaces | Employees Managers Delivery drivers Contractors Guests Infection of COVID-19 and potential spread | Staff presently furloughed Handwashing facilities Hand sanitiser PPE provided Covid-19 signs displayed explaining | 1: Prior to opening to guests - Staff Training Managers will have read the government COVID-19 secure Guidelines for the hospitality sector The Five steps to safer working together will be read and signed by the managers, this will be displayed to staff on the notice board. Staff will have training on new policies and work procedures to keep them safe, before returning to working with guests, including online COVID-19 training and safe use and disposal of PPE Staff will have the opportunity to raise any concerns in a return to work interview any valid | Jane Nigel James | LOW | Ongoing |

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| | | Social distancing and hand washing | <p>concerns will be updated within this risk assessment</p> <p>Any staff with underlying health problems or are identified as being an increased risk and cannot work from home will be offered the safest available role</p> <p>Staff will be expected to wash hands immediately before leaving home and on arriving at work, and to use the hand sanitiser on entrance to the building</p> <p>Staff will be given instruction on safe use and disposal of masks and gloves</p> <p>All staff training will be done with social distancing as per current government guidelines (2M or 1M with risk mitigation)</p> <p>2: When Hotel is open -Safe working Guidelines</p> <p>Staff will be expected to wash hands immediately before leaving home and on arriving at work and to use the hand sanitiser on entrance to the building</p> <p>Guests, visitors and contractors will be advised to use the touchless hand sanitiser situated by the front door before entering the premises</p> <p>Social distancing reminder notices will be displayed with current government guidelines</p> <p>Managers will be expected to remind staff to wash their hands on a regular basis and for a minimum of 20 seconds</p> | | | |

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| | | | <p>The staff toilets will be regularly cleaned, and the hand towel will be replaced by disposable hand towels, the bin will be emptied every day. A record of regular cleaning will need to be kept, the duty manager and housekeepers will be responsible for this</p> <p>High touch risk areas, such as door handles, light switches, tables and chairs, card machine, computer keyboard, mouse, room keys etc will need to be disinfected regularly</p> <p>The Beacon Hotel will take all reasonable steps to maintain a 2m distance from other employees and guests if this is not possible a 1m distance with mitigation will be needed</p> <p>Where a 2 m distance is not practical in the working environment, we will do everything to manage transmission risk, such as increased hand washing, back to back or side working, use of screens and limiting the activity time to as short as possible</p> <p>Assistant manager and waiting staff will be issued with a polo shirt /shirt, apron, PPE, pen and phone to use whilst on duty to prevent the need for sharing, high risk items</p> <p>Cleaning staff will be supplied with plenty of disposable PPE</p> <p>A clean apron will be needed for breakfast and dinner service. Disposable aprons are also provided if required</p> <p>If any staff member is experiencing any of the symptoms of COVID-19 before their shift such as a high temperature, a new cough, loss of taste and smell they will need to inform the manager. The employee will also need to request a test and will be unable to return to work unless the</p> | | | |

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| | | | <p>test is negative</p> <p>If any staff member becomes unwell whilst at work, they should go home immediately (A manager needs to be informed before doing this) self-isolate and request a test</p> <p>If any guests become unwell during their stay, they will be expected to leave the hotel immediately and travel home where they should isolate at home and order a test.</p> <p>If they are too unwell to travel, medical advice will be sought, and strict isolation will be put into place. No member of staff will be allowed to enter the room, any supplies will be left outside of their room.</p> <p>Any laundry or used towels will need to be double bagged by the guest and left outside of their door and kept for 72 hours.</p> <p>If the guest experiences severe symptoms 999 will be called.</p> <p>Once the guest has left the premises the room will be cleaned following the governments guidelines https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Staff members will need to self-isolate if they have any of the following:</p> <p>You have any <u>symptoms of coronavirus</u> (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)</p> | | | |

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| | | | <p>You're waiting for a coronavirus test result</p> <p>You've tested positive for coronavirus – this means you have coronavirus</p> <p>You live with someone who has symptoms, is waiting for a test result or has tested positive</p> <p>Someone in your support bubble has symptoms, is waiting for a test result or has tested positive</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>The manager will need to be informed immediately</p> <p>It is therefore VITAL that Close contact is NOT allowed within the workplace and the following measures will be in place to ensure this to keep all employees safe.</p> <p>Examples of close contact include: Close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them</p> <p>Being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle</p> <p>Staff will not need to self-isolate unless they're contacted by the NHS Test and Trace service</p> | | | |

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| | | | <p>Staff should follow the advice from the government to avoid the spread of COVID-19 Stay at least 2 metres (3 steps) away from anyone you do not live with or 1m whilst taking mitigating actions to reduce the risk</p> <p>Wash your hands with soap and water often – do this for at least 20 seconds</p> <p>Use hand sanitiser gel if soap and water are not available</p> <p>Wash your hands as soon as you get home</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</p> <p>Put used tissues in the bin immediately and wash your hands afterwards</p> <p>3: Enhanced Cleaning and safe working procedures</p> <p>Reception area is to be manned by one person only at a time. Hands should be washed/sanitised before using computer/mouse. After use these should be wiped down with an appropriate disinfectant. Hands should also be washed after use</p> <p>Staff members to use phone/pen allocated to them at the beginning of the shift and cleaned at the end of the shift</p> <p>An enhanced cleaning programme will be introduced with a standard operating procedure, and full staff training will be given</p> | | | |

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| | | | <p>All staff will be provided and expected to wear PPE whilst cleaning to include gloves, aprons and masks if required, latex free gloves will be provided for anyone with a latex allergy (PPE IS NOT A REPLACEMENT FOR GOOD HYGIENE)</p> <p>Non slip shoes are provided for the kitchen area, each member of staff will be allocated their own pair</p> <p>A viricidal disinfectant will be used and this needs to have a 5-minute contact time for COVID-19.</p> <p>High risk areas such as door handles, light switches, remote controls etc. will need to be regularly cleaned.</p> <p>All rooms to be well ventilated before cleaning- opening windows</p> <p>Hands should be washed before and after cleaning each room</p> <p>A fresh pair of gloves and apron need to be worn for each room</p> <p>Fresh cleaning cloths to be used for each guest bedroom and then placed in a laundry bag for washing at 90c</p> <p>All dirty laundry to be placed immediately in a laundry bag</p> <p>All surfaces to be cleaned with normal cleaning products first then a viricidal disinfectant used afterwards for a 5 min contact time- this includes door handles, kettle, tea tray, shower head, taps and any other hard surfaces. The viricidal disinfectant passes the EN14476</p> <p>All soft furnishings will be sprayed with a soft furnishing disinfectant passing the EN14476</p> | | | |

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| | | | <p>All staff will be aware of the COSHH assessment for these cleaning products and where to find the MSDS</p> <p>Bedroom makeups in between stays will be kept to a minimum. Guests will have the opportunity to decline this service and clean towels and toilet rolls will be offered instead. Towels can be left outside of the room in a bag, staff can then put these straight into a laundry bag whilst wearing PPE.</p> <p>All teabags and coffee on turnover of room will be removed and jars put in the dishwasher.</p> <p>Hoover to be emptied every day</p> <p>Bathroom floors to be washed on turnover, fresh water and disinfectant to be used in each room, mop head to be washed at 90c daily</p> <p>Dining area to be cleaned daily with a viricidal disinfectant. Tables to be cleaned after every guest</p> <p>Guests are to be seated 2m away, screens are to be placed between tables.</p> <p>Staff to wear gloves whilst serving and clearing and limit contact time with guests</p> <p>Condiments will be given on request and in individual packets. Salt and pepper pots to be disinfected after use</p> | | | |

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| | | | <p>Tables and chairs to be disinfected between guests</p> <p>Guests will be expected to sanitise hands before entering dining room</p> <p>There will be no breakfast buffet, pre orders will be taken the night before</p> <p>Room service will be available, but this will be left outside of the guest's door, unless the owner has mobility difficulties and then full PPE should be worn, contact time must be a minimum</p> <p>The bar will be closed and table or sofa service only, this is to reduce the risk of people congregating at the bar</p> <p>Only 2 guests and 2 members of staff in reception at a time</p> <p>Reception area will have a screen in place to offer a barrier between guest and employee</p> <p>The public toilet will be shut to guests and they will be asked to use their own toilets in their bedrooms. The public toilet will be opened on request for outside guests and will need cleaning after use with correct PPE and recorded</p> <p>There will be a maximum of 4 people in the kitchen at any time, if this is not possible, staff must adhere to the less than 15minute contact time</p> <p>Gloves must be worn for washing up and all cutlery, glassware and crockery to be put through the dish washer</p> | | | |

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| | | | <p>Staff tea and coffee making must only be done by one person at a time in the kitchen due to the limited space and regularly disinfected</p> <p>Staff breaks must be taken in the dining area with social distancing</p> <p>The kitchen staff will need to adhere to regular hand washing and keep the work surfaces clean with a viricidal/bacterial disinfectant.</p> <p>Internal main fire doors are allowed to be wedged open during daytime hours to help with reducing the touching of door handles, these must be closed at night and on sounding of the fire alarm</p> <p>If staff are required to assist a guest with luggage, the staff member will have to adhere to social distancing. Hands should be washed/sanitised before and after handling luggage, gloves to be worn</p> <p>It is all of the staff's responsibility to adhere too and ensure others are abiding to safe working practices to prevent the spread of COVID-19, if any member of staff has any concerns of potential breach of these practices they should be raised with either Jane or Nigel.</p> | | | |

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

COVID-19 Pandemic

Beacon Country House Hotel Statement: Our commitment to health, safety and security of guests, visitors and staff

The health and wellbeing of our guests, team members and all who visit the Beacon Country House Hotel is our top priority.

Nigel, Jane and the Beacon House Hotel team would like to reassure our guests that we are following all current guidelines by the government to keep you all safe in these strange and unsettling times.

COVID-19 has fundamentally changed the way we live, and we are adjusting our daily operations to fit within the new normal. In response to this we have reviewed our existing health and safety processes and developed new protocols for your safety.

1. Social distancing will be implemented throughout the hotel in line with up to date current government guidelines
2. Guests, team members and visitors will be required to sanitise their hands on entering the hotel
3. There will be a maximum of 2 guests plus 2 team members in reception at any time (please be patient as we have a small reception area)
4. There will be a daily increase in cleaning and disinfecting frequency throughout the hotel, with extra attention paid to high-touch items.
5. The public toilet will be locked, and guests asked to use their own bathrooms. The public toilet will be available on request for any visitors or outside guests and cleaned after use
6. There will be protective screens in reception, the bar and in the dining area.
7. We have Installed alcohol-based hand sanitizing stations near the front entrance and dining areas
8. Guests will be provided with cleaned and disinfected door keys on check in
9. Each guest room will be provided with a pocket-sized hand sanitiser for use during your stay
10. TV remotes and all high-risk touch items within the guest rooms will be thoroughly disinfected before you check in

11. Tables in the restaurant have been suitably spaced as per current government guidelines for your safety, and with clear protective screens throughout the dining area for extra peace of mind
12. There will be staggered meal sittings so that a safe number of diners will be in the restaurant at any time, times will be allocated on check in
13. There will no longer be a help yourself breakfast buffet, Hot and cold breakfast will need to be ordered the night before, a menu will be provided for you to complete and this can be hung on your door
14. Room service will be available if you would prefer to eat in your room
15. Team members will be following strict guidelines on serving food and beverages
16. All team members have been provided with PPE, and been given full training on the new safety, cleaning and hygiene protocols
17. Tea, coffee, milk, facilities are still available in guest rooms, but some of these items are on request
18. If you are unfortunate enough to become unwell during your stay, please let a team member know as soon as possible
19. Minimal daily cleaning of guest rooms will still be available, if however, you prefer to decline this service we are able to supply fresh towels, toilet rolls and extra tea and coffee making facilities on request

Lastly we would like to thank you for being patient, and we look forward to welcoming you to the Beacon Hotel safely in the knowledge that we are making sure we can make your break in Cornwall as enjoyable and as safe as possible.

Reception Area

Safe working guidelines and enhanced cleaning for COVID-19

1. All staff, guests and visitors must use the hand sanitizer before entering the hotel, staff will be responsible for reminding guests and visitors to do this if necessary
2. Nigel, Jayne and Andrew will be responsible for keeping the reception area clean and safe for guests and team members
3. A maximum of 2 guests and 2 team members in reception at any time whilst adhering to social distancing rules
4. Only 1 person behind the reception desk at any time
5. Front door is to be kept open during the day, unless heavy rain this will help to keep the reception area well ventilated
6. The dining room and reception door can be wedged open in the day, but must be shut at night or on sounding of the fire alarm
7. There will be a screen on reception to act as a barrier between guests and staff
8. If guests need a hand with their luggage, wash hands before and after, wear gloves whilst handling luggage and adhere to social distancing rules
9. The Credit card machine will need to be regularly cleaned; guests will be reminded to use hand sanitiser before use (provided on front desk)
10. Pens and phones are not to be shared
11. The mouse, computer keyboard, monitor, printer must be wiped after use
12. High touch areas within reception must be cleaned regularly, to include stair bannisters, door handles, front desk, screen, light switches, framed map on the wall
13. The public toilet will remain locked, this can be opened on request for outside guests or guests with limited mobility, but this area must be cleaned with a viricidal disinfectant and PPE after use
14. Hands must be sanitised before handling and using the booking forms and diary

Reception area- Cleaning Checklist

- Hands to be washed before shift starts and regularly throughout the shift
- High touch areas to be disinfected regularly at least every 2 hours throughout the day, a tick sheet reminder will need to be completed for this
- Reception desk and screen to be regularly cleaned
- Computer keyboard, mouse and printer to be disinfected after use
- Front door to be kept open as much as possible to aid with ventilation

Kitchen Area

Safe working guidelines for COVID-19

1. All kitchen staff are to wash their hands before starting their shift, uniform will be worn by chef and waiting staff, non-slip shoes to be worn
2. All kitchen areas are to be regularly cleaned and disinfected
3. A maximum of 4 people in the kitchen/washing up area at any time
4. Staff are not to congregate in the kitchen area, and teas and coffee to be drunk on breaks in the dining area
5. All staff cups to be washed thoroughly and put through the dish washer, by person who used them (not left on side).
6. High touch areas to be cleaned regularly, to include kettles, fridge doors, light switches, microwave handles etc,
7. Temperatures of freezers/fridges to be recorded every day by the chef
8. Fridges to be cleaned regularly and deep cleaned once weekly
9. Kitchen floor to be swept and mopped daily, mop head to be washed daily at 90c
10. All tea cloths and washing up sponge to be washed daily at 90c
11. Dishwasher to be emptied and disinfected daily
12. All condiments to be single use, and given on request
13. Any leftover food to be covered and chilled immediately and labelled
14. Regular hand washing and use of gloves when serving food
15. Side to side working is preferred to front face working
16. Hand sanitiser is available in the kitchen area
17. Social distancing is to be maintained as much as possible
18. All activities should involve minimal contact with other staff members

Kitchen Area- Cleaning checklist COVID-19

- Wash hands thoroughly before shift starts and regularly throughout the shift, hand sanitisers and tissues will be provided in the kitchen area
- Disposable gloves to be worn for serving food on plates and by waiting staff
- Surfaces to be regularly disinfected
- High touch areas to be regularly disinfected
- Gloves to be worn whilst washing up, window to be open to aid with ventilation
- Bins to be emptied after every service, floors to be swept and mopped daily
- Mop heads and tea towels to be washed at 90c

Public Lounge

Safe working guidelines and enhanced cleaning for COVID-19

1. Social distancing is to be adhered to in the public lounge in line with government guidelines
2. Bar area is shut and table service for drinks will be available
3. Bookcase - Books can be taken on request to be read but must be returned to reception for isolation of 72 hours before replacing onto the bookshelf
4. Coffee tables and any hard surfaces to be regularly cleaned with viricidal spray
5. High touch areas to be regularly cleaned with viricidal spray to include door handles, light switches etc
6. Lounge to be well ventilated daily whilst cleaning by opening patio doors
7. Lounge to be hoovered daily - Hoover to be emptied after use
8. All throws, cushions, sofas and chairs to be cleaned 2 x daily with sursol fabric disinfectant

Breakfast and Dinner serving: Safe working guidelines for COVID-19

1. All staff to wash hands before serving food, and regularly throughout their shift
2. Disposable gloves to be worn whilst serving food, clearing and cleaning
3. Polo shirt or shirt provided for service should be worn with a clean apron. Disposable aprons are also available if required
4. Social distancing in line with current government guidelines is to be adhered to wherever reasonably practical, where social distancing cannot be followed in full relation to serving guests mitigating actions will need to be implemented to reduce the risk of transmission – This includes, increased handwashing, keep the activity time as short as possible, the use of screens
5. Staff to serve to the tables, but with minimal contact time
6. Screens have been provided to provide a safe barrier between guests
7. No more than 4 staff in the kitchen at any time
8. The bar will be closed, and drinks will be served to the tables this will reduce the risk of guests congregating at the bar area
9. Guests will need to adhere current government guidelines on social distancing
10. Tea and coffee to be served at the sofas with social distancing between guests adhered to and individual coffee tables to be used
11. All condiments are individually wrapped and available on request, including sugar, only give what is needed these cannot be shared
12. Salt and pepper pots, flower vase, menus, place mats are to be disinfected between each seating and not shared
13. Tables and chairs are to be fully cleaned and disinfected between seating's fabric disinfectant is to be used on the seats. Contact time for safe zone disinfectant is 5 mins for COVID-19
14. A Fresh tablecloth and topper need to be used for each sitting
15. Disposable gloves and aprons (masks if requested) to be used when cleaning and changing tablecloths, these then need to be placed straight into a laundry bag. Disposable blue roll will be used for cleaning the dining area

16. Disposable napkins are to be used for breakfast and dinner servings
17. All staff to be allocated their own pad, and pen for their shift- These are not to be shared
18. The dining room needs to be fully cleaned after service, all surfaces to be cleaned and disinfected, including all high-risk areas. All tables and chairs to be cleaned with Safe 4 zone disinfectant and Sursol fabric spray, all screens to be cleaned, floors to be hoovered daily and mopped or steam cleaned twice weekly

Dining room- Serving and cleaning

Guidelines to prevent the spread of COVID-19

Daily Checklist

- Wash hands for at least 20 seconds before shift and regularly throughout the shift
- Wear disposable gloves to serve
- Remember to adhere to current social distancing measures wherever practical
- Maximum of 4 staff in the kitchen area at any time, minimal contact time between staff members
- Serve and clear to guests with minimal contact time
- Use own pad and pen, do not share
- Clean and disinfect thoroughly between guests, including disinfecting chairs and high touch areas, to include vases, salt and pepper pots, and menus (safe 4 zone and Surflo to be used)
- Fresh tablecloths and toppers to be used for each guest
- Open windows at the end of service before cleaning
- Full cleaning and disinfecting of the dining area at the end of service including screens, window sills ,table and chairs, floors to be swept daily and mopped/steamed twice weekly ,safe 4 zone to be used, contact time for COVID-19 is 5 minutes. Disposable aprons and gloves to be worn for cleaning

- Use correct colour coded mop and bucket for the dining area
- Hoover to be emptied daily, mophead to be cleaned and changed daily, this will be washed at 90c

Staff Bathroom Facilities

Safe working guidelines and enhanced cleaning for COVID-19

1. The staff bathroom will need to be kept clean and clutter free
2. Staff are to hang up coats and bags on hooks provided
3. Hand towels will no longer be used
4. Disposable paper towels will be used and a pedal bin for disposal
5. Bin will need to be emptied every day
6. The upstairs public toilet will be closed for general use, but this is an area for hand washing (for cleaning staff) and storage of used laundry in bags
7. The sink and toilet will need to be disinfected after use – This is the responsibility of the staff member using the toilet. Light switches and door handle will also need to be wiped
8. Viricidal disinfectant will be provided for the staff toilets
9. Staff will be able to use the public bathroom as long as this is disinfected after use
10. Hand sanitiser will also be available in the staff toilet

Cleaning of Guest Bedrooms
Safe Working Guidelines for Covid-19

Turnover when guests have checked out

1. Staff to wash hands at beginning of the shift and in between each room/area for at least 20 seconds
2. Staff to be provided with full PPE to include, a mask: disposable and/or individual washable, disposable gloves and aprons
3. Rooms are to be well ventilated before you clean- Leave all windows open during the cleaning process
4. Fresh cleaning cloths are to be used for each guest room and placed in a washable laundry bag after use ready to be washed at 90c
5. Dirty bed linen is to be placed straight into a white cloud laundry bag and placed into upstairs toilet and the daily laundry tally sheet completed
6. All surfaces are to be cleaned first with normal cleaning products (Mr sheen, flash bathroom, glass cleaner etc) and then safe 4 zone viricidal disinfectant to be used afterwards on hard surfaces for a 5 minute contact time, toilets to be cleaned with bleach
7. All bathrooms to be mopped, fresh boiling water and flash floor cleaner to be used in each bathroom, mop is to be put into washable laundry bag after end of shift ready to be washed at 90c
8. High touch areas, must also be cleaned and disinfected to include light switches, door handles, TV remote, wardrobe handles, window handles, tea and coffee trays, kettle, iron, ironing board and bedside lamps
9. All throws, cushions and chairs will need to be sprayed with Sursol fabric/garment disinfectant
10. Any unused items tea, coffee ,milk, sugar sachets, toilet rolls to be removed and placed in a box to be stored for a minimum of 72 hours, the storage jars to be sprayed with safe 4 zone viricidal disinfectant – Fresh tea and coffee packets to be replaced in clean jars
11. Empty all bins and remove any magazines
12. Social distancing between housekeepers must be adhered to as much is reasonably practical

Guidance for room make ups

1. This will be a minimal service; the guest will have the option to decline
2. Handwashing, social distancing, and PPE must be adhered to
3. All surfaces to be cleaned and disinfected, bins to be emptied, toilet rolls and towels to be replaced if necessary. Sink and toilet to be cleaned, shower/bath if necessary, tea and coffee to be replaced if needed (A minimum supply to be provided, fruit teas on request only) and fresh cups/glasses if needed, floors to be hoovered

Additional measures - Cleaning Checklist for rooms

- Ventilate rooms before you clean- Windows to be open throughout the cleaning process
- Wash hands thoroughly before and after cleaning each room – Soap and water for 20 seconds or hand sanitiser
- Wear disposable gloves and apron, this is to be changed after cleaning each room, wash hands after removal of gloves
- Clean all hard surfaces and bathrooms and then disinfect – Usual cleaning products to be used, followed by Viricidal safe 4 zone, contact time for COVID-19 5 mins
- Focus on High risk areas (Frequently touched surfaces- To include
-Light switches, doorknobs, lamps, TV Remote, irons and ironing board, kettle, tea tray, hairdryers, windowsills and handles, shower doors and shower heads
- Any unused tea, coffee, milk, sugar sachets and toilet rolls to be removed and stored for a minimum of 72 hours, all cups, glasses and tea and coffee jars to be put through dishwasher
- Throws, cushions and chairs to be sprayed with Sursol fabric disinfectant
- Boiling water and flash to be used on bathroom floors, fresh water to be used for each room, mophead to be removed daily and placed with cleaning cloths in a washable laundry bags to be washed at 90c
- All used laundry and towels to be placed straight into blue and red white cloud bags and placed in upstairs toilet and daily tally list completed
- Empties Hoover and spray with disinfectant after daily use

FACT SHEET

WHAT IS NOVEL CORONAVIRUS

The novel coronavirus (COVID-19) is a new strain of a large family of viruses that cause illness ranging from the common cold to more severe diseases. Scientists have isolated the coronavirus causing COVID-19 and found it to be at least 70% similar in genetic sequence to MERS and SARS.^[1, 2]

COVID-19 can take up to **10-days** between **infection** and **detection**^[3] when symptoms are present

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|-------------------------------|------------------------------|
| Incubation 5-6 days | Detection 4-5 days |
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Source: Center for Disease Control

SYMPTOMS

Source: Center for Disease Control^[4], WHO

• Fever • Breathing difficulty • Cough • Shortness of breath

Severe cases

• Pneumonia • Kidney failure
• Severe acute respiratory infection • Death

HOW NOVEL CORONAVIRUS ENTERS



EMPLOYEES



CUSTOMERS

HOW NOVEL CORONAVIRUS SPREADS



**NOVEL CORONAVIRUS
IS SPREAD BY DROPLETS**

MADE WHEN INFECTED PEOPLE COUGH, SNEEZE OR TALK



TOUCHING

CONTAMINATED PEOPLE, OBJECTS OR SURFACES

➔ **Learn More:** contact your Ecolab representative

References;

[1] <https://www.who.int/health-topics/coronavirus>

[2] [https://en.wikipedia.org/wiki/2019%E2%80%99320_outbreak_of_novel_coronavirus_\(COVID-19\)](https://en.wikipedia.org/wiki/2019%E2%80%99320_outbreak_of_novel_coronavirus_(COVID-19))

[3] <https://www.imperial.ac.uk/mrc-global-infectious-disease-analysis/news--wuhan-coronavirus/>

[4] <https://www.cdc.gov/coronavirus/2019-ncov>

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PREVENTION

▶ TAKE ACTION

Know your novel coronavirus facts.

Get access to educational & procedural information. Refer to your local health authorities and the WHO.



People with novel coronavirus should not prepare food or serve beverages for others until their symptoms have resolved.

Sick? Visit doctor

Encourage employees to:

- Stay at home or visit the doctor if they are sick
- Clean and sanitize impacted areas

FACT: Patients are most infectious during the **first three days** of illness.



Frequent handwashing

Thoroughly wash hands and exposed portions of arms with Ecolab hand soap and warm water

for at least  **seconds.** Use designated handwashing sink.



Sanitize Hands

Use alcohol-based Ecolab hand sanitizer without rinse.



Cover your mouth & nose

Cough or sneeze into a tissue or flexed elbow.

Avoid close contact

with anyone showing symptoms of respiratory illness.



▶ CLEAN THOROUGHLY & ROUTINELY

CLEAN & DISINFECT

frequently touched objects and surfaces with a properly registered disinfectant.

- Light and air control switches
- TV and remote controls
- Door handles and push plates
- Faucets and toilet flush levers
- Telephones and computers
- Other surfaces as needed



All surfaces that may have contacted respiratory secretions, urine or feces according to standard infection control procedures.

CLEAN & SANITIZE

Follow warewashing standards for plates, glass, silverware and other ware.



RESPONSE

- 1. **Report** any suspected incidents to management
- 2. **Follow** Ecolab guidelines for infection prevention
- 3. **Send** sick employees home or to the hospital
- 4. **Stock** disinfectant products as preventative approach
- 5. **Clean & sanitize** all areas; follow cleaning standards for contaminated surfaces - reference procedure on product label
- 6. **Disinfect** high-touch surfaces with Ecolab preventative solutions - reference procedure on product label
- 7. **Follow up with doctor** check the status of your employee if they require special care



➔ **Learn more:** ecolab.com/coronavirus