

# COVID OPERATION PLAN APPENDIX F.

## INDOOR LODGING FACILITIES

### CHECKLIST FOR HOTELS, MOTELS, LODGES AND RESORTS SERVING ESSENTIAL WORKFORCE, SEASON-LONG AND CLOSE TO HOME GUESTS

Business Name: Plumas Pines Vacation Homes and Rentals  
Required plan elements are pre-checked.

#### 1. ENHANCED SANITATION

- i.  Ensure that sanitary facilities stay operational and stocked at all times. Provide additional soap, paper towels, and hand sanitizer as needed
- ii.  Equip high traffic areas such as entry ways, check in counters, workstation, etc. with sanitation products, including hand sanitizer and sanitization wipes or spray
- iii.  Use approved disinfectants for all cleaning.
  - A bleach solution of 1000 ppm with contact time of 1 minute will be used for disinfecting
    - 1/3 cup bleach + 1 gallon of water = 1000 ppm bleach solution
    - 1 Tablespoon bleach + 25 fluid ounces of water = 1000 ppm bleach solution
  - An alternate EPA approved disinfectant will be used from this list  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- iv.  Clean all frequently touched surfaces on a routine basis. Increase cleaning frequency from pre-COVID cleaning protocols. Frequency should be based on guest traffic and must be done at least daily

#### 2. CLEANING OF ROOMS / HOUSES / CABINS (UNITS)

- i.  Units must be disinfected between rentals
- ii.  Only service units when guests are not present
- iii.  Plan for extra time to clean units between rentals
- iv.  Consider only servicing units at end of stay or decreased frequency to protect employee health
- v.  Ask guests to open screened doors, windows or turn on ventilation system as part of check out
- vi.  Allow units to sit vacant with increased ventilation, the longer the better, before cleaning
- vii.  Dirty linens should be removed and transported from guest rooms in cleanable containers. Linens should not be transported loose, and should be contained before leaving each room
- viii.  All linen and laundry should be washed at a high temperature and cleaned in accordance with [CDC guidelines](#)
- ix.  Review [State Guidance for Hotels and Lodging](#) prior to resuming operations

#### 3. ADDITIONAL MEASURES TO PREVENT GATHERINGS

- i.  Limit stays per site/room/house to members of the same household. No group or club rentals are permitted at this time. Gatherings larger than household units are not permitted at this time.
- ii.  Community areas, with the exception of sanitation facilities, are to be closed at this time.  
Community areas include, but are not limited to: pools, spas, club houses, recreation areas, game rooms, etc.

*This page should be attached to the full COVID Operation Plan for this business*

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### 4. ADDITIONAL MEASURES

- i.  Local Health Orders and County Guidance must be provided for review by patrons during pre-trip outreach or as on-site postings
- ii.  Encourage reservations and prepaying to decrease contact with patrons
- iii.  Implement hands free check in whenever possible
- iv.  Increase air flow throughout the facility by:
  - Installing screens on doors/windows to increase outside air flow
  - Install additional fans throughout indoor space
  - Increasing fan speeds on ventilation systems
  - Replacing filters in ventilation system
  - Upgrade filters in ventilation system to the highest efficiency possible
  - Install portable high-efficiency air cleaners
- v.  All meals served and provided as amenities to the stay must follow Restaurant guidelines see <https://www.plumascounty.us/275/Food-Safety> for details

Signature: \_\_\_\_\_



Plan Date: \_\_\_\_\_

5/22/2020

Revision #: \_\_\_\_\_

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