

**City and County of San Francisco Health Officer Directive No. 2020-29**  
**Screening Handout for Guests at Lodging Facilities**  
(September 14, 2020)

Per Health Officer Directive No. 2020-29, this handout must be given to you prior to checking-in at a Lodging Facility. It asks questions you must answer to understand your risk of transmitting COVID-19 during your stay. Go to [www.sfgdcp.org/businesses](http://www.sfgdcp.org/businesses) for more information or a copy of this form.

Note: this form is for Lodging Facilities Guests. Screening forms for Lodging Facility Personnel can be found at [www.sfgdcp.org/screening-handout](http://www.sfgdcp.org/screening-handout).

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**Part 1 – Answer the following questions.**

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**Guests have a right to keep their answers confidential if they choose.**

1. In the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

2. In the past 14 days, have you had “**Close Contact**”<sup>†</sup> with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious<sup>‡</sup>?

† “**Close Contact**” means you had any of the following types of contact with the person with COVID-19 while they were contagious<sup>‡</sup>:

- Lived or stayed overnight with them
- Was their intimate sex partner
- Took care of you or you took care of them
- Stayed within 6 feet of them for more than 15 minutes
- Exposed to direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you) while you were not wearing a face mask, eye protection, gown, and gloves

‡ Contagiousness: People with COVID-19 are considered infectious starting 48 hours before their symptoms began until 1) they haven’t had a fever for at least 24 hours, 2) their symptoms have improved, AND 3) at least 10 days have passed since their symptoms began. If the person with COVID-19 never had symptoms, then they are considered infectious starting 48 hours before their test that confirmed they have COVID-19 until 10 days after the date of that test.

3. Have you had one or more of these symptoms today or within the past 24 hours which is new or not explained by another condition?

- Fever (100.4°F/38.0°C or greater), chills, repeated shaking/shivering
- Cough
- Sore throat
- Shortness of breath, difficulty breathing
- Feeling unusually weak or fatigued
- Loss of taste or smell
- Muscle or body aches
- Headache
- Runny or congested nose
- Diarrhea
- Nausea or vomiting

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**Part 2 – If you answered “YES” to ANY of the questions in Part 1**

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You will need to modify your trip by either cancelling your stay or by making plans to isolate by yourself in your room to avoid any interaction with Personnel or other guests.

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**Part 2 (continued)– If you answered “YES” to ANY of the questions in Part 1**

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**Follow Isolation/Quarantine Steps** at: [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines)

- Consider cancelling your stay if you are able to isolate/quarantine from others in your home
- If you are staying in the Lodging Facility to isolate/ quarantine from others in your home:
  - Follow the **Isolation/Quarantine Steps** referenced above and treat your temporary room at the Lodging Facility as if it were your residence; meaning do not leave your room to the extent possible until your isolation/quarantine period ends.
  - Ask the front desk for a copy of **Isolation/Quarantine Steps** if you need it.
  - Ask if there is a designated block of rooms for those who are isolating/quarantining and request a room in that block.
- If you answered “YES” to Question 1:
  - You **MUST** follow the rules **mandated by the Health Officer Isolation Directive No 2020-03c**. Follow the rules summarized at: [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines). If you are at the Lodging Facility, ask the front desk for a copy if you need it.
  - For Considerations for Guests Isolating or Quarantining in a Lodging Facility, refer **Tips for Staying in Lodging Facilities During COVID-19**.
- If you answered “YES” to Question 2:
  - You **MUST** follow the rules **mandated by the Health Officer Quarantine Directive No 2020-02c**. Follow the rules summarized at: [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines). If you are at the Lodging Facility, ask the front desk for a copy if you need it.
- If you answered “YES” to Questions 2 or 3 and have not been tested, GET TESTED!
  - If you have insurance, contact your healthcare provider to get tested for COVID-19.
  - If you do not have insurance, you can sign up for free testing at CityTestSF <https://sf.gov/get-tested-covid-19-citytestsf>.
  - Follow the instructions in [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines) to determine next steps depending on your test result.

**Duration of Isolation or Quarantine:** If you answered Yes to any of the questions in Part 1, here is how to figure out how long you have to stay in isolation or quarantine:

- As a reminder, if you have been diagnosed with COVID-19 or had a test confirming you have the virus (you answered Yes to Question 1), you are no longer considered contagious if it has been: at least 10 days since your symptoms began, you have not had a fever for at least 24 hours without the use of fever-reducing medicine, AND your symptoms have improved. If you never had symptoms, then you are considered no longer contagious 10 days after the date of your COVID-19 test.
- If you are a “Close Contact” of someone who was diagnosed with COVID-19 or had a test confirming they had the virus (you answered Yes to Question 2), you can stop quarantining 14 days after your last “Close Contact” with that person.
- If you answered Yes to Question 3 in Part 1, you might be able to end isolation once you have a negative test. See [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines) for more information.



## Tips for Staying in Lodging Facilities During COVID-19

**September 14, 2020**

The following Tip sheet was developed by the San Francisco Department of Public Health for use by Guests staying at Lodging Facilities and will be posted at <http://www.sfgdcp.org>. This Tip sheet may change as information is updated.

**Please Note:** Travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19. You can get COVID-19 during your travels. You may feel well and not have any symptoms, but you can still spread COVID-19 to others. You and your travel companions (including children) may spread COVID-19 to other people including your family, friends, and community for 14 days after you were exposed to the virus.

Don't travel if you are sick or if you have been around someone with COVID-19 in the past 14 days.  
 Don't travel with someone who is sick.

### COVID-19 Information

#### How Does COVID-19 Spread?

The virus that causes COVID-19 spreads from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

The more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread. In addition, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

#### COVID-19 Prevention

- **Wash your hands often with soap and water.** If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- **Maintain Social Distancing and Avoid Close Contact.** To the greatest extent, maintain 6 feet of social distancing between yourself and the people who don't live in your household.
- **Wear a Face Covering.** Cover your mouth and nose with a mask in public settings and when around people who don't live in your household.
- Routinely **clean and disinfect** frequently touched surfaces.
- **Monitor Your Health Daily.** Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. Contact your doctor or [get tested](#) if you develop symptoms.

### Guidance for All Guests at Lodging Facilities

#### Before Your Stay

- Review your Lodging Facility's mechanisms for remote check-in, mobile room key, and contactless



payment options that would minimize your contact with others.

- Make sure you packed all your essentials, including medicines, tissues, disinfectant wipes, etc.
- Consider bringing your own non-essentials including pens, papers, drinks, etc.
- Review any COVID-19 policies that the Lodging Facility may have. Your facility has may have modified the availability of housekeeping services and may have removed frequently touched items such as TV remotes from your room. Many amenities such as indoor dining, indoor swimming, or self-serve coffee will not be available.

### During Your Stay

- Follow all signage . The Lodging Facility may have markers on the floors to help you maintain social distancing, some hallways may be marked for one-way travel, and elevators will have rider limits.
- No visitors. Because the risk of infection rises when members of different households share space, you are strongly encouraged to stay in your room or accommodations with only members of your household. For the same reasons, you must not use your accommodations to entertain visitors who are not household members with your group.
- Consider taking the stairs. Otherwise wait to use the elevator until you can either ride alone or only with people from your household.
- Minimize use of areas that may lead to close contact with other people as much as possible. like outside patios, outdoor pools, outdoor hot tubs, and salons.
- Request contactless delivery for any room service order. If you ask for items to be brought to your room, ask that they be left at the door to avoid your exposure to others outside of your household.
- Minimize what you touch while staying in your room, especially areas that may be hard to clean such as inside the refrigerator, upholstered furniture, etc.
- If lodging with children, ensure that your children stay close to you and that they avoid touching any other person(s) or any item that does not belong to them. Children over the age of 5 are required to wear face coverings in San Francisco.
- Daily Housekeeping/Cleaning Service: All Guests should consider the increased risk of virus transmission when cleaning staff and Guests are breathing and touching surfaces in the same room– even when cleaning staff and Guests are not in the room at the same time.
  - Many to most COVID-19 positive individuals never show symptoms, so housekeeping staff must treat each room as if the Guest is COVID-19 positive. Asking for daily cleaning increases the risk of community transmission because housekeeping staff enter multiple environments inhabited by potentially COVID-19 positive individuals.
  - If you request Daily room cleaning, to minimize the risk of transmission for you and housekeeping staff, housekeeping staff will not begin cleaning until you have left the room, and you will not be able to return to your room until the housekeeping staff has completed your Daily room cleaning request. Cleaning service may take extra time because staff must take precautions against the spread of COVID-19 with enhanced safety and cleaning.



### **At the End of Your Stay**

- Place anything that you will be leaving behind in the garbage or trash bins. This includes removing and disposing of any food items that may have been left in the refrigerator, freezer, and pantry.
- Open windows for as long as you can to help ventilate the room before cleaning staff must enter, unless weather or safety does not permit. If available, make sure your AC/heating unit is on to exhaust air from the room and provide fresh outdoor air.
- Ask for remote check-out that does not require you to be around others.

### Additional Considerations for Guests if you are Isolating or Quarantining in a Lodging Facility

In addition to the guidance for all guests above, anyone who is isolating or quarantining in a Lodging Facility because they have COVID-19 symptoms, tested positive, or have been in Close Contact with someone who is positive (that is, if you answered yes to one of the screening questions) should take additional measures to make their stay safer.

### **Before and During Your Stay**

- Plan for how you will stay entertained and feel supported while you stay away from people until your isolation/quarantine period ends.
- Make sure you packed all your essentials, including medicines, tissues, disinfectant wipes, etc. so that you do not have to leave your room for the period of your isolation/quarantine.
- **No Daily Housekeeping Service.** You must not ask for room cleaning unless there is an emergency, to avoid exposing cleaning staff to possible infection.

### Resources

Useful COVID-19 resource from San Francisco:

- [San Francisco Department of Public Health \(SFDPH\) COVID-19 Guidance: www.sfdph.org/covid19](http://www.sfdph.org/covid19)
- [City and County of San Francisco COVID-19 Information: sf.gov/covid](http://sf.gov/covid)

The San Francisco Department of Public Health thanks you for your help in keeping yourself, your family, and your community safe amid the COVID-19 crisis.

### Health Officer Directive No. 2020-29 (Exhibit B) Health and Safety Plan (issued 9/14/2020)

Each Lodging Facility must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

*Business/Entity name:* Fairmont Heritage Place, Ghirard<sup>+</sup> *Contact name:* Jessica Vogt

*Facility Address:* 900 North Point Street, San Francisco<sup>+</sup> *Email / telephone:* 415-268-9900

*(You may contact the person listed above with any questions or comments about this plan.)*

#### General

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-29, available at: <http://www.sfdph.org/directives>.
- Evaluated and made all feasible upgrades or modifications to the HVAC systems.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.
- Developed a plan to ensure Personnel and Guests comply with social distancing requirements.
- Provided hand sanitizer (using touchless dispensers when possible) at key Guest and Personnel entrances, contact areas, elevator and escalator landings, and stairway entrances.
- Required customers to wear a Face Covering or alternative Face Covering at all times. Personnel are required to wear Face Coverings as provided in the Face Covering Order.
- Ensured daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Implemented all sanitization requirements as described in Directive 2020-29, including developing a plan and schedule for disinfecting all high touch areas and surfaces, and evaluating whether modification to operating hours are necessary to ensure regular and thorough sanitization.
- Closed lobbies and other common areas to members of the public who are not Personnel, Guests or customers of businesses who need access to the common area.
- Directed employees to not open the doors of cars or taxis.
- Required valet service drivers to wear face coverings, gloves and follow social distancing guidelines. Directed Personnel to place key fobs into plastic bags, and wipe down steering wheel, ignition button, door handles, and shifters with an approved disinfecting wipe after exiting car.
- Determined the capacity for lobbies and common areas based on the lower of: (1) those set by the building code, or (2) the number of people able to fit in the space with required physical distancing (approximately 113 square feet per person).

## Checklist

- Modified policies for using elevators, escalators and stairs serving as access to, from and within the Lodging Facility.
- Closed indoor restaurants, indoor gyms and fitness centers, indoor pools, saunas, steam rooms, and indoor hot tubs and spas.
- Closed business centers, meeting spaces, conference facilities, convention centers, and banquet halls.
- Discontinued the use of shared food and beverage equipment (e.g. self-serve coffee makers in lobbies). Closed manually operated ice machines.
- Complied with any applicable directive for other services (e.g. outdoor pools, outdoor tennis courts, pickleball courts, golf, personal services, etc.)
- Removed all items from mini-bar.
- Removed all reusable collateral items (e.g. magazines, menus, coupons, etc.) from common spaces and Guest rooms. Critical information provided as single-use collateral and/or electronically.
- Ensured that phones, tablets, laptops, desks, pens and other work supplies are cleaned and disinfected before, during and after each shift or anytime the equipment is transferred to a new employee.
- Provided proper sanitization product to workstations, desks, and help counters, including hand sanitizer and sanitizing wipes, and personal hand sanitizers to all staff directly assisting customers.
- Personnel do not enter Guest rooms while Guests are present.

## **Guest Experience**

- Made Health and Safety Plans available to Guests before check in, and received an acknowledgement of the plan from the Guest.
- Provided Guests with DPH forms: Screening Handout for Guests at Lodging Facilities, and Guidance for Staying in Lodging Facilities, and received acknowledgement from the Guest.
- Implemented touch-free check-in system, such as an online or app-based platform, and discontinued use of paper documents, if possible.
- Encouraged the use of a touch-free payment system, such as payment online or over the phone. (must still accept cash payment).
- Have procedures to keep contact tracing information for at least one month, including whether Guest reports having a positive test, or recently being in close contact with someone who was COVID-19 positive within the past 14 days.

## Checklist

### Signage

- Posted required signage:
  - Reminding Personnel and Guests to use hand sanitizer or wash their hands before and after touching common surfaces or items.
  - Reminding Personnel and Guests that SARs-CoV-2 can be spread by individuals who do not feel sick or show outward symptoms of infection.
  - Reminding Personnel and Guests of social distancing based capacity limits for elevators.
  - Reminding Personnel and Guests to keep at least six feet distance from others in elevators, on escalators, and in stairways, and to sanitize and wash hands frequently, especially after touching a handrail or other commonly touched item.
  - Requiring anyone who rides the elevator to wear Face Coverings, and encouraging silent rides in the elevators (“no talking”).
  - Posted no-entry signs to prevent other guests from entering Isolation Area. (If applicable)
  - Encouraging self-parking, and disclosing cleaning practices for valet service.
  - Posted maximum capacity for lobbies and common areas based on maintaining social distance.

### Cleaning

- Personnel have access to cleaning supplies so that they can clean surfaces as required.
- Completed attached “Hotel/Short Term Rental Cleaning Checklist.”
- High touch surfaces in common areas are cleaned and disinfected routinely throughout the day.
- Provided housekeeping staff the following personal protective equipment, at no cost to Personnel:
  - N95 respirators.
  - Eye protection in the form of safety glasses, healthcare eye splash shields, face shields, goggles.
  - Disposable gloves that are used for only one room and then discarded with adequate spares provided so that torn or damaged gloves can be replaced immediately.
  - Smocks, shop coats, uniforms, gowns, or similar garments which will protect the wearer’s personal clothing. Replacement garments must be readily available in case garments become soiled during a shift, and all reusable garments must be laundered after a single day’s use.

## Checklist

- Provided housekeepers with receptacles lined with plastic bags for soiled linens.
- Have procedures to ensure that at the end of each stay, all linens, towels, bedspreads, etc. regardless of whether they appear to have been used or not, are washed.
- All bed linens and laundry (including reusable cloths used by housekeepers) are washed at a high temperature and cleaned in accordance with CDC guidelines.
- Each room is thoroughly cleaned between Guest stays in accordance with CDC guidelines.
- Provided additional time for Personnel to thoroughly clean each Guest room.
- Attempted to leave rooms vacant for 24 to 72 hours after a guest has departed, if feasible.

## Isolation Area

- Separated the Isolation Area from the remainder of the facility through: (i) a physical barrier such as a door that remains closed or plastic sheeting that is taped closed, and (ii) visually obvious no-entry signs to prevent other guests from entering the area.
- Evaluated and implemented feasible changes to serve Isolation Area by a discrete and separable component of the facility's HVAC system that can be made not to circulate air to other parts of the facility.
- Evaluated whether to the extent possible, rooms in the Isolation Area can have entrances and exits directly to the outdoors, and have operable windows.
- Advised Guests in the Isolation Area that they must stay within the Isolation Area except as strictly necessary to check out or obtain medical care. Advised these Guests that they may not use any area of the Lodging Facility otherwise available to all Guests, including decks, and roofs, except for purposes of transit through the Lodging Facility.
- Have procedures to refer Guest to a healthcare facility, if Guest in the Isolation Area reports that their ability to take care of themselves is impaired, or fails to respond to the Lodging Facility's inquiries regarding the Guest's ability to take care of themselves.
- Advised Guests in the Isolation Area, that upon check out, the Guest—not Personnel—must open any operable windows (unless weather or safety does not permit) and turn on any HVAC system and fans to maximize ventilation in the room.
- Advised Guests in the Isolation Area that daily cleaning is not available, except in the event of an emergency.
- Waited 24 hours after check out to clean room.
- Cleaned room using enhanced disinfection protocol in accordance with CDC guidelines.

### Health Officer Directive No. 2020-29 (Exhibit B) Health and Safety Plan (issued 9/14/2020)

#### **Training**

- Instructed Personnel to not enter the Guest room or short-term rental unless the Guest has vacated the space.
- Advised Personnel to minimize contact with Guests' personal belongings when cleaning.
- Advised Personnel to not enter the room when Guests are present (e.g. baggage deliveries are to be placed at door, and brought into the room by the Guest).
- Instructed housekeeping staff to turn available ventilation systems on, prop open doors and windows, and then wait 15 minutes before re-entering the room to begin cleaning.
- Provided housekeeping staff training on the requirements of this Directive, including instruction to treat every room as potentially housing someone who is COVID-19 positive because of asymptomatic and pre-symptomatic transmission, and the benefits of ventilation.
- Provided fit-testing for Personnel who require N95 masks (e.g. housekeeping staff).
- Instructed housekeepers to place all towels and linens in the plastic bags and seal the bags.
- Provided housekeeping staff with training on enhanced disinfection protocol in accordance with CDC guidelines.

#### **Additional Requirements for Short Term Rentals**

- Have procedures to comply with cleaning requirements, including providing enhanced personal protective equipment to housekeeping staff.
- Confirmed that short-term rental is not a shared rental (e.g. room in an occupied space).
- Have procedures to comply with enhanced cleaning requirements, including to:
  - Take proper steps to thoroughly clean and disinfect the rental unit after each Guest stay. This includes wiping down and cleaning and disinfecting all high-touch areas, including, without limitation, bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
  - Remove all leftover recycling, garbage, and trash from the rental unit. Line all the garbage cans, which will make it easier to dispose of tissues and other waste. Empty any food items the previous Guest may have left in the refrigerator, freezer, and pantry.
  - All linens must be removed and laundered between each Guest stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, wear disposable gloves when handling

### Health Officer Directive No. 2020-29 (Exhibit B) Health and Safety Plan (issued 9/14/2020)

dirty laundry and discard them after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens or in the rental unit. Provide such items only on request.

- Not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. Launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.
- Clean all soft surfaces based on the manufacturer's instructions, as appropriate. Remove visible dirt and grime and then clean with the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's directions.
- Kitchen items, including pots, pans, and utensils, must be cleaned between each Guest stay. All dishes must be washed, including the ones in the cabinet and others that may have been left in different rooms. Provide adequate dish soap and new, unused sponges for each Guest upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.
- Properly clean all appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffee-makers, toasters, pantry shelves, and other areas, after each Guest stay.
- Not clean floors by sweeping or other methods that can disperse pathogens into the air, where possible. Use a vacuum with a HEPA filter wherever possible.
- Disinfect bathroom toilets, showers, bathtubs, sinks, cabinets, and shelving with a multi-surface cleaner approved for use against COVID-19 by the EPA. Mirrors and any glass should be properly wiped down. The bathroom floor should also be vacuumed and/or mopped.
- Equip the rental unit with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes, and hand sanitizer.
- If using an external or professional cleaning company, communicated expectations and plans for cleaning and disinfection standards, and received periodic confirmation that they are being followed by the contracted company. Cleaning companies and services are required to provide the personal protective equipment outlined in Section 5 for employees and independent contractors performing cleaning duties.
- Communicated with Guests on the cleaning and safety measures implemented, both pre-stay and during stay, via the listing content and property information booklet. Ensured Guests understand all check-in and checkout protocols and any updated building or amenity policies (e.g. changes to services in apartment buildings).

## Checklist



# HOTEL / SHORT TERM RENTAL CLEANING CHECKLIST

## PUBLIC SPACES AND COMMUNAL AREAS

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Front Desk Check-in Counters     | <input checked="" type="checkbox"/> Phones   |
| <input checked="" type="checkbox"/> Bell Desks                       | <input checked="" type="checkbox"/> Room Keys                                      |
| <input checked="" type="checkbox"/> Credit card Processing terminals | <input checked="" type="checkbox"/> Vending Machines                               |
| <input checked="" type="checkbox"/> Seating Areas                    | <input checked="" type="checkbox"/> Light Switches                                 |
| <input checked="" type="checkbox"/> Elevators and Elevator Buttons   | <input checked="" type="checkbox"/> Stair Handrails                                |
| <input checked="" type="checkbox"/> Door Handles                     | <input checked="" type="checkbox"/> Dining Surfaces                                |
| <input checked="" type="checkbox"/> Public Bathrooms                 | <input checked="" type="checkbox"/> Other porous and non-porous surfaces           |
| <input checked="" type="checkbox"/> Elevators                        | <input checked="" type="checkbox"/> Lobbies  |
| <input checked="" type="checkbox"/> Stairways                        | <input checked="" type="checkbox"/> Lounges  |
| <input checked="" type="checkbox"/> Hallways                         | <input checked="" type="checkbox"/> Waiting Areas                                  |
| <input checked="" type="checkbox"/> Restroom                         | <input checked="" type="checkbox"/> Breakrooms                                     |
| <input checked="" type="checkbox"/> Meeting Rooms                    | <input checked="" type="checkbox"/> Kitchen, Kitchenette, Microwave or Coffee Area |

## BACK OF THE HOUSE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Employee Entrances    | <input checked="" type="checkbox"/> Offices        |
| <input checked="" type="checkbox"/> Uniform Control Rooms | <input checked="" type="checkbox"/> Kitchens       |
| <input checked="" type="checkbox"/> Employee Restrooms    | <input checked="" type="checkbox"/> Breakrooms     |
| <input checked="" type="checkbox"/> Loading Docks         | <input checked="" type="checkbox"/> Locker room(s) |

## SHARED EQUIPMENT

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Phones                      | <input checked="" type="checkbox"/> Engineering tools              |
| <input checked="" type="checkbox"/> Radios                      | <input checked="" type="checkbox"/> Safety buttons                 |
| <input checked="" type="checkbox"/> Computers / keyboards       | <input checked="" type="checkbox"/> Cleaning equipment             |
| <input checked="" type="checkbox"/> Touch screens               | <input checked="" type="checkbox"/> Keys                           |
| <input checked="" type="checkbox"/> Printers                    | <input checked="" type="checkbox"/> Time clocks                    |
| <input checked="" type="checkbox"/> Other communication devices | <input checked="" type="checkbox"/> Light Switch                   |
| <input checked="" type="checkbox"/> Payment terminals           | <input checked="" type="checkbox"/> All Other Direct Contact Items |
| <input checked="" type="checkbox"/> Kitchen implements          | <input type="checkbox"/>   |

### Health Officer Directive No. 2020-29 (Exhibit B) Health and Safety Plan (issued 9/14/2020)

#### GUEST ROOMS, DAILY CLEANING

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- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Walls                       | <input checked="" type="checkbox"/> Furniture                                    |
| <input checked="" type="checkbox"/> Windows                     | <input checked="" type="checkbox"/> Minibars                                     |
| <input checked="" type="checkbox"/> Mirrors                     | <input checked="" type="checkbox"/> Interior/Exterior door Handles               |
| <input checked="" type="checkbox"/> Desks                       | <input checked="" type="checkbox"/> Door Locks                                   |
| <input checked="" type="checkbox"/> Table Tops                  | <input checked="" type="checkbox"/> Faucets                                      |
| <input checked="" type="checkbox"/> Toilet                      | <input checked="" type="checkbox"/> Light Switches                               |
| <input checked="" type="checkbox"/> Restrooms                   | <input checked="" type="checkbox"/> TV Remote Controls                           |
| <input checked="" type="checkbox"/> Bed Headboards / Footboards | <input checked="" type="checkbox"/> Telephones                                   |
| <input checked="" type="checkbox"/> Keyboards                   | <input checked="" type="checkbox"/> Porous Surfaces (e.g. Carpets, Rugs, Drapes) |
| <input checked="" type="checkbox"/> Touchscreens                | <input type="checkbox"/>   |

#### GUEST ROOMS, ROOM RESET

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- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nightstands  | <input checked="" type="checkbox"/> Alarm Clocks                                 |
| <input checked="" type="checkbox"/> Telephone  | <input checked="" type="checkbox"/> Luggage Racks and Flooring                   |
| <input checked="" type="checkbox"/> In-Room Control Panels   | <input checked="" type="checkbox"/> Remove all linens and towels                 |
| <input checked="" type="checkbox"/> Temperature Control Panels   | <input checked="" type="checkbox"/> HEPA-Vacuum the floors                       |
| <input checked="" type="checkbox"/> Walls  | <input checked="" type="checkbox"/> Furniture                                    |
| <input checked="" type="checkbox"/> Windows  | <input checked="" type="checkbox"/> Minibars                                     |
| <input checked="" type="checkbox"/> Mirrors  | <input checked="" type="checkbox"/> Interior/Exterior door Handles               |
| <input checked="" type="checkbox"/> Desks  | <input checked="" type="checkbox"/> Door Locks                                   |
| <input checked="" type="checkbox"/> Table Tops   | <input checked="" type="checkbox"/> Faucets                                      |
| <input checked="" type="checkbox"/> Toilets Seat and Handles   | <input checked="" type="checkbox"/> Light Switches                               |
| <input checked="" type="checkbox"/> Restrooms  | <input checked="" type="checkbox"/> TV Remote Controls                           |
| <input checked="" type="checkbox"/> Bed Headboards / Footboards  | <input checked="" type="checkbox"/> Telephones                                   |
| <input checked="" type="checkbox"/> Keyboards  | <input checked="" type="checkbox"/> Touchscreens                                 |
| <input checked="" type="checkbox"/> Lamps  | <input checked="" type="checkbox"/> Porous Surfaces (e.g. Carpets, Rugs, Drapes) |
| <input checked="" type="checkbox"/> All Kitchen / Kitchen Area / Microwave or<br>Coffee Area (if provided) | <input checked="" type="checkbox"/> Garbage Cans                                 |

### Other Cleaning Areas within the Rooms and Spaces

#### 1. KITCHEN, KITCHENETTE, MICROWAVE OR COFFEE AREA

---

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Floors      | <input checked="" type="checkbox"/> Cabinets     |
| <input checked="" type="checkbox"/> Walls       | <input checked="" type="checkbox"/> Dinnerware   |
| <input checked="" type="checkbox"/> Counters    | <input checked="" type="checkbox"/> Cookware     |
| <input checked="" type="checkbox"/> Back Splash | <input checked="" type="checkbox"/> Refrigerator |
| <input checked="" type="checkbox"/> Microwave   | <input checked="" type="checkbox"/> Coffee Maker |
| <input checked="" type="checkbox"/> Faucet      | <input type="checkbox"/>                         |

#### 2. RESTROOM, ALL SURFACE, FIXTURES, AND FACILITIES IN PUBLIC AND NON-PUBLIC RESTROOMS

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- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Sinks                  | <input checked="" type="checkbox"/> Engineering tools                   |
| <input checked="" type="checkbox"/> Faucets                | <input checked="" type="checkbox"/> Safety buttons                      |
| <input checked="" type="checkbox"/> Mirrors                | <input checked="" type="checkbox"/> Toilets                             |
| <input checked="" type="checkbox"/> Soap Dispensers        | <input checked="" type="checkbox"/> Doors                               |
| <input checked="" type="checkbox"/> Dryers                 | <input checked="" type="checkbox"/> Walls and Floors of Bathroom Stalls |
| <input checked="" type="checkbox"/> Paper Towel Dispensers | <input checked="" type="checkbox"/> Toilet Paper Dispensers             |
| <input checked="" type="checkbox"/> Walls                  | <input checked="" type="checkbox"/> Door Handles                        |
| <input checked="" type="checkbox"/> Floors                 | <input type="checkbox"/>  |

#### DOORS, DOOR HANDLES AT ALL EXTERIOR AND INTERIOR ENTRANCES

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- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Door Handles          | <input checked="" type="checkbox"/> Door Key      |
| <input checked="" type="checkbox"/> Door Key Card Systems | <input checked="" type="checkbox"/> Door Peephole |
| <input checked="" type="checkbox"/> Door Locks            | <input checked="" type="checkbox"/> Door hinges   |
| <input checked="" type="checkbox"/> Door Locking devices  | <input type="checkbox"/>                          |

#### 1. ELEVATORS, ALL SURFACES, INTERNAL AND EXTERNAL

---

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Controls | <input checked="" type="checkbox"/> Floors    |
| <input checked="" type="checkbox"/> Buttons  | <input checked="" type="checkbox"/> Handrails |
| <input checked="" type="checkbox"/> Walls    | <input type="checkbox"/>                      |



**Health Officer Directive No. 2020-29 (Exhibit B)**  
**Health and Safety Plan (issued 9/14/2020)**

**STAIRWAYS, STAIRWELLS & ESCALATORS, ALL SURFACES ON STAIRWAYS,  
STAIRWELLS & ESCALATORS**

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- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Walls   | <input checked="" type="checkbox"/> Handrails |
| <input checked="" type="checkbox"/> Buttons | <input type="checkbox"/>                      |

**ELEVATORS, ALL SURFACES, INTERNAL AND EXTERNAL**

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- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Controls | <input checked="" type="checkbox"/> Floors    |
| <input checked="" type="checkbox"/> Buttons  | <input checked="" type="checkbox"/> Handrails |
| <input checked="" type="checkbox"/> Walls    | <input type="checkbox"/>                      |