

# OUR HOTEL'S PLEDGE TO SAFETY & WELL-BEING

When a hotel employee has been exposed to or tested positive for the Covid-19 virus we make the following pledge. We do this to instill confidence in our guests and our employees that we are doing everything possible to keep out hotel environment a safe and enjoyable place to stay.

## Employees Who Are Ill

Employees who are ill will be required to notify their manager or other designated COVID-19 point of contact. These employees will not be allowed to work while they are ill. If an employee has COVID-19 symptoms while at work, tests positive for COVID-19, or has been exposed to someone with COVID-19 or has been exposed to someone with COVID-19 symptoms or a confirmed or suspected case, the employee will notify her/his supervisor or other designated COVID-19 point of contact. The employee will then be removed from their shift and sent immediately home.

Employees in this category will not be allowed to return to work until:

- At least 24 hours have passed since "Recovery" defined as
- resolution of fever without the use of fever reducing medications and
- improvement in symptoms (e.g., cough, shortness of breath, or other symptoms of COVID-19); AND
- At least 10 days have passed since symptoms first appeared.
- Employees in this category will wear a mask until all respiratory symptoms are resolved.

## Employees with COVID-19 Symptoms at Work

• We will immediately send home employees with COVID-19 symptoms (i.e., fever, cough, shortness of breath). Employees who are ill will be sent home immediately, or to a healthcare facility, depending on how severe their symptoms are, and follow CDC guidance for caring for themselves and others who are ill. Employees will not be allowed to return to work until they have met the criteria outlined above, and in consultation with healthcare providers.

## COVID-19 Exposed Employees with No Symptoms

Our employees who have had an exposure, defined as having been within 6 feet or less of another person for fifteen (15) or more consecutive minutes without wearing a mask and remain asymptomatic will take the following precautions while continuing to work.

- We will take employee's temperature and assess symptoms prior to them starting work;
- If the employee doesn't have an elevated temperature or symptoms, they will continue to self-monitor throughout the day;
- If an employee becomes ill during the day, we will send them home immediately;
- All employees on a shift will wear an approved facial covering/mask while in the workplace;
- All employees will maintain six (6) feet of separation and practice social distancing as work duties permit in the workplace;
- We will increase the frequency of cleaning commonly touched surfaces.
- We will retrain all employees in proper hand washing as required by the Health Department and monitor their compliance with proper hand washing.
- If directed by a health care professional, an employee in this category may self-quarantine for fourteen (14) days before returning to work following the return to work guidelines listed above.



## Contact Tracing Employees Exposed to COVID-19

- We will contact trace within our operation to determine potential exposure. We will ask an employee who tested positive for COVID-19 which coworkers he/she had been in "close contact" in the previous two (2) days before the confirmed case began showing symptoms, or 2 days before being tested for COVID-19 if the confirmed case is asymptomatic. (definition of close contact: within 6 feet or less of another person for more than 15 minutes) or check shift schedules.
- We will advise those employees who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. COVID-19 exposed employees with no symptoms may be allowed to return to work with the precautions outlined above, which are also found in the CDC Guidance.

## Clean and Disinfect

We will clean and disinfect those areas used by the employee testing positive using approved sanitation products and practices known to kill the virus. As always, we will ensure safe and correct use and storage of cleaning and disinfection products.

## Returning to Work

- We will ask for a "fitness for duty/return to work" medical clearance note prior to a previously ill employee returning for work.

*We make this pledge so there is assurance our Hotel is following all the proper protocols to keep customers and employees safe and healthy.*

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Name

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Hotel