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GUIDANCE FOR LODGING FACILITIES

Introduction

This document has been created for the hotel industry (quest houses, hotels, villas and other overnight lodging facilities) to provide current information on the COVID-19 disease and guidelines that assist in limiting its spread within the population. The advice is built on present global scientific data and expertise opinions. This material is subject to change as active global research is ongoing and The Government of The Virgin Islands is committed to providing up-to-date information on the new coronavirus (SARS-CoV-2 virus) and the disease it causes, COVID-19.

Any food handler who is unwell should not be at work. If they have symptoms, they should follow Government's advice and stay at home.

General Information

- COVID-19 disease outbreak started in Wuhan, China and is currently a pandemic affecting 100+ countries.
- Person to person contact is the main mode of transmitting the SARS-CoV-2 virus.
- Types of carriers:
 - Symptomatic- showing signs and symptoms of COVID-19 disease.
 - o Asymptomatic- showing no signs and symptoms of COVID-19 disease.
- The disease, COVID-19, is primarily spread via:
 - Large infectious respiratory droplets, as a result of coughing, sneezing or excess salivation while talking which land on a person or a surface and transferred to the nose, mouth or eyes.
 - Exposures to other types of bodily fluids (blood, sweat or vomit).
 - Indirect or direct contact with infected secretions.
- Symptoms range from mild to severe and typically occur between 1-14 days after exposure.

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Table 1 provides some examples of signs and symptoms associated with COVID-19:

Mild symptoms	Severe symptoms
Fever	Respiratory difficulties (i.e. shortness of breath)
Headache	Organ failures
Dry cough	Pneumonia
Sore throat	Death
Chills	
Other flu-like symptoms	
Loss of sense of smell	

- Anyone can become ill by the COVID-19 disease but some individuals are at a higher risk to severe illnesses, such as older people and those with existing chronic health conditions.
- COVID-19 control measures, an Emergency Operation Plan (EOP), Standard Operating Procedure (SOP) and a Water Management Programme for the health and safety of staff and guests are encouraged prior to the reopening of the lodging facility. These will help in mitigating the spread of the disease and battling the virus.
- These safety protocols will facilitate the health security of internal tourism and create an environment of preparedness for the return of international travellers in the British Virgin Islands.

What can lodging facilities do to be prepared during the COVID-19 pandemic?

Communicate and educate

- The British Virgin Islands' COVID-19 hotline is 1 (284) 852-7650.
- Be informed and stay updated about the COVID-19 disease and its impact locally, regionally and globally.
- Work with local health authorities in combating the spread of the disease. Source up-to-date, credible information via the Government of The Virgin Islands website (https://gov.vg/covid-19), Caribbean Public Health Agency (CARPHA) website (www.CARPHA.org), Center of Disease Control (CDC) website (https://www.cdc.gov/coronavirus/2019-ncov/index.html) or World Health Organization (W.H.O) website (https://www.who.int/health-topics/coronavirus#tab=tab_1).
- Encourage employees to stay at home or return home if they are sick and experiencing signs or symptoms of COVID-19 to avoid the chance of infecting other people on the property.
 - o Clinically extremely vulnerable individuals should be strongly advised not to work outside the home.

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- Clinically vulnerable individuals, who are at higher risk of severe illness, should take extra care in observing social distancing and should be given the necessary assistance to work from home, either in their current role or in an alternative role.
- If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 6 feet away from others. If they have to spend time within 6 feet of others, carefully assess whether this involves an acceptable level of risk. As for any workplace risk, take into account specific duties to those with protected characteristics, such as, expectant mothers. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.
- Inform the manager if there is a sick family member at home with COVID-19. When necessary, employees must self-isolate for the required amount of time from the onset of symptoms to be symptom-free for a minimum of three days without medication.
- All staff shall report promptly to the manager or local health authority of any suspected COVID-19 cases on property.
- Provide educational material to staff relating to the virus and the COVID-19 disease to assist with; recognising associated signs and symptoms, how the disease is transmitted, safe handling of any potential exposure to the disease, the difference between cleaning and disinfecting, the types of surfaces and length of time the disease can survive on surfaces et cetera.
- All employees shall be trained in the relevant COVID-19 safety protocols that include frequent guest contact such as, but not limited to, Hotel Operations, Public Spaces, Housekeeping, Food & Beverage, Security, and Maintenance/Engineering.
- Employees shall adhere to all new procedures related to COVID-19 such as; cleaning and disinfecting of high-touched surfaces, reporting guests or staff with symptoms and exposure history compatible with COVID-19 and social distancing measures.
- Employees shall be informed about and trained in the necessary steps of reporting guests or other staff who may have symptoms and exposure history compatible with COVID-19 to the relevant health authorities.
- Allocate an area to serve as a quarantine space for ill staff or guests. This quarantined space shall be completely separated from the other areas of the lodging facility. This will minimise exposure to the rest of the lodging facility population until the relevant health authorities are present.
 - o The guarantined space must be inspected by the Environmental Health Division (EHD).

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- If a suspected COVID-19 case is identified on the property follow the safety protocols established for safe quarantine. Basic cleaning and disinfecting agents will suffice in killing the virus (SARS-CoV-2) and other pathogenic microorganisms.
 - Staff must always have access to the necessary personal protective equipment (PPE) for use.
- Maintain records that will assist in tracing who has been in contact with any confirmed COVID-19 case on your property. Review and implement record keeping processes of guests and staff movements. Keep these records for a minimum of 90 days. Records such as guest registration, staff work assignments, document key control procedures such as security camera closed circuit tapes or electronic lock records.

Hand hygiene and safety

- Encourage staff and guests to practice proper and frequent hand washing.
- Hand-washing with soap and water is the preferable method of hand hygiene.
- Hand wash stations and restroom sinks must always be equipped with the necessary sanitary supplies such as:
 - Running water.
 - Liquid (or foam) soap. Touch-less automatic soap dispenser, where possible. Antibacterial soap is not required.
 - o Disposable paper towel.
 - o An appropriate waste receptacle.
- The five essential hand washing steps to follow are:
 - 1. Wet your hands with clean, running water (warm or cold), turn off the tap and apply soap.
 - 2. Lather your hands by rubbing them together vigorously with the soap. Lather the back of the hands, between the fingers, thumbs, up to the wrists and under your nails.
 - 3. Scrub your hands for at least 20 seconds. The "Happy Birthday" song from beginning to end twice can assist with timing.
 - 4. Rinse your hands well under clean, running water.
 - 5. Completely dry your hands using a clean paper towel or touch-less air-dryer. Turn off the faucet and open the restroom door, where applicable, with the used paper towel and safely dispose in an appropriate waste receptacle.
- Provide a clear, step by step signage for hand washing at hand wash stations as well as in guests and employee restrooms.
- Ensure sanitary supplies are easily accessible to staff and always stocked.

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- Where soap and water is unavailable to guests and employees, the use of an alcohol based hand sanitiser is recommended.
 - o Use a liberal amount of hand sanitiser with at least 60% alcohol content and rub vigorously all over the hands. As with the hand-washing procedure, focus on the back of the hands, between the fingers, thumbs, up to the wrists and under your nails.
 - o Touchless hand sanitiser dispensers are recommended, where possible.
 - Ensure that hands are washed with soap and water as soon as possible.
- Hand hygiene stations shall be placed at key guests and employees contact areas and entrances. These areas include, but not limited to, lobby reception areas, other parts of the lobby, seating areas, restaurant and bar entrances, elevator landings, pools, exercise areas, meeting rooms and other public spaces on the property.
 - o Clear signage shall be placed in a conspicuous area directing employees and guests to hand hygiene stations.
 - These areas must be easily accessible and unobstructed.
- Refrain from hand to face contact.
 - Avoid touching the eyes, nose or mouth with uncleaned hands.
- Hands shall be cleaned before eating, drinking, touching the face, an employee shift and whenever deemed necessary.
- Hands shall be cleaned after using the restroom, sneezing or coughing into the hands, cleaning, touching the face, eating, drinking, smoking, accepting items from guest (such as cash, credit card, keys/key cards, I.D), taking a break, and through an employee shift and whenever deemed necessary.
- Gloves shall be used for additional protection and sanitation efforts, where necessary.
 - Employees must be trained in the proper handling and removal of gloves to avoid cross-contamination and limit spreading the virus to themselves, other people or other surfaces.
 - o Proper hand hygiene must be encouraged prior to an after use of gloves.

Respiratory etiquette

- Encourage staff to implement personal hygiene activities that limit the spread of COVID-19 or other communicable diseases, such as influenza or the common cold.
- Employees and guests should cough or sneeze into the elbow crease or cover the mouth with a disposable paper towel.
 - o Immediately dispose of the soiled paper towel into an appropriate trash receptacle and wash hands properly.

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- Encourage wearing a mask when on property especially in highly-dense areas. o Provide visible signage.

Social Distancing

Indoor and Outdoor Public Spaces

- Ensure guests (single person or groups of people) are standing at least 6 feet away from other guests not traveling with them, including where guests and staff frequently interact.
- These areas must be accurately measured and distinctly marked to be in compliance with the social distancing advice.
- A one-way guest flow highlighting entrances and exits is encouraged.
- At all public seating areas, the furniture must be rearranged to encourage physical distancing.
 - Public spaces include, but are not limited to, lobby, restaurants, bars, meeting and convention rooms. Seating rearrangements at pools and beaches shall also follow the 6 feet-distance protocol.
- During this time where mask usage is recommended, reminders must be in place at highly trafficked areas. At minimum, the signage will be about the wearing of them while in high risk areas. Other helpful signs can include the proper way to wear, handle and dispose of masks.

Moving around the Buildings and Worksites

The objective is to maintain social distancing wherever possible, while staff members traverse throughout the workplace.

Steps that will usually be needed are:

- Reduce the movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use
- Reduce job and equipment rotation.
- Introduce more one-way flow through buildings.
- Reduce maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.

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- Make sure that people with disabilities are able to access lifts.
- Reduce occupancy of vehicles used for onsite travel, for example, shuttle buses.
- Regulate use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and canteens and similar settings. These are often the most challenging areas to maintain social distancing.

Hotel Front Desk and Parking Services

Restaurants must only offer delivery or pick up services.

For these services:

- Ensure front desk employee work stations are 6 feet apart.
- Install physical barriers at front desks where applicable.
- Staff must be equipped with disinfecting wipes or sprays with disposable paper towels to disinfect surfaces after each guest (single or group) interaction.

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- Staff responsible for bag collections must disinfect the handles and enforce the recommended hand washing technique afterwards.
- Contactless payment (online payment) is encouraged and staff should minimise contact with guests where possible.
- Promote self-parking by the guests. Conduct trainings with valet staff to disinfect frequently contacted areas in vehicles. Services with vans or shuttles shall be limited and when necessary high contact points are to be disinfected thoroughly.

Back of the House

- Employees shall practice and maintain social distancing amongst each other in close contact work spaces such as, but not limited to:
 - **Employee dining rooms**
 - Training classrooms
 - o Office spaces
 - Other highly dense working areas

Review layouts, line set-ups or processes to allow people to work further apart from each other. Steps that will usually be needed:

- Using floor tape or paint to mark areas to help workers keep to a 2 meter distance. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.
- Only where it is not possible to move workstations further apart, installing screens to separate people from one another.
- Using a consistent pairing system if people have to work in close proximity, for example, during two person working, lifting or maintenance activities that cannot be redesigned.
- The furniture in these areas must be rearranged or clearly marked to ensure compliance with the 6 feet-distance safety protocol.
- For people who work in one place, workstations should allow them to maintain social distancing wherever possible.
- Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.

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- If it is not possible to keep workstations 6 feet apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk.
- During this time where mask usage is recommended by local and international health authorities reminders must be in place at high-trafficked employee areas. At minimum the signage will be about the wearing of them while on property. Other helpful signs can include the proper way to wear, handle and dispose of masks.

Guest rooms

- In considering the personal concerns of some guests, housekeeping services shall thoroughly clean and disinfect rooms following check-out.
- Housekeeping shall only enter a guest room during their stay unless requested by the guests or to comply with safety protocols.

Environmental cleaning

- Standard cleaning and disinfecting practices can effectively eliminate the virus and reduce the spread of COVID-19.
- It is imperative that staff know the difference between cleaning and disinfecting. This enables employees to perform and implement their duties accurately and effectively.
- Provide staff with the necessary training on how to safely use cleaning and disinfecting products on the appropriate soiled surface.
- Housekeeping is encouraged to properly wear mask when cleaning.

The difference between cleaning, sanitising and disinfecting

Cleaning removes soil, dirt and debris from surfaces. The use of detergents, soaps water and a microfiber will physically remove the impurities from the surface. Cleaning lowers germ count but does not kill the germs.

Sanitising kills a high percentage of microorganisms on surfaces. Sanitising uses heat (steam, hot water or hot air) for at least 171°F (77°C) or an EPA registered product for a specific amount of contact time.

Disinfecting kills a higher percentage of microorganisms on surfaces. To effectively disinfect use an EPA registered product for a specific amount of time (1-10 minutes depending on the product) to kill harmful pathogens on surfaces.

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Cleaning and disinfecting products

Use products that are Environmental Protection Agency (EPA) approved. A list of approved products that are effective against COVID-19 can be found at https://www.epa.gov/coronavirus. Follow the manufacturer instructions to get the most virus, bacteria and other airborne and blood-borne pathogens killing protection.

High-touch surfaces

Public spaces and communal areas:

- Cleaning and disinfecting of commonly touched surfaces are recommended multiple times per day depending on the frequency of contact.
- Provide disposable disinfectant wipes for the front-of-house staff to disinfect surfaces between each guest.

Table 2 provides some examples of high-touch surfaces in public spaces:

High-touch surfaces at public spaces		
Front desk check-in counters	Credit card machines	
Elevators and their button panels	Stair hand rails	
Door handles	Gym equipment	
Public restrooms (guests and employees)	Pool and beach seats	
Ice/Vending machines	All seating areas	
Room keys and locks	Dining areas	
ATM machines	Shared tools and equipment by staff	
Hand sanitiser with the pump	Public sink faucets	

Guest Rooms

- Cleaning and disinfecting of rooms will be based on guest requirements or if safety protocols must be conducted.
- If a guest is presumed to have COVID-19, the room shall be removed from service and guarantined. A comprehensive cleaning and disinfecting with EPA approved products shall be carried out before the room is returned to service.

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Table 3: Provides some examples of high-touch surfaces in guest rooms:

High-touched surfaces at public spaces		
Television remote controls	Toilet seats and handles	
Door and furniture handles	Temperature control panels	
Water faucet handles	Nightstands	
Telephones	Light switches	
Clocks	Luggage racks	
Flooring	Bathroom countertops	

Laundry

Linens, towels and other soiled fabrics that came into contact with bodily fluids shall be carefully collected, separated and disinfected in a way that avoids any contact with persons or surfaces.

- In a non-absorbent, leak-resistant bag safely place the soiled fabrics in at the point of use. Do not agitate the fabric as this can cause contamination of air, surfaces and persons.
- Clearly mark the soiled fabric bag with labels, colour coding or other effective communication indicators.
- Soiled fabric should be washed with an EPA approved detergent in water that is 160°F (71°C) or above for a minimum of 25 minutes. Follow the manufacturer's instructions for proper use of cleaning and disinfecting agents.

Food & Beverage

- Reduce in-person contact with guests and buffet service.
- In certain instances, pre-packaged food and take out items are the preferred method of food service.
- Where offered, buffet service shall be limited and there should be a designated attendant wearing personal protective equipment (PPE) and utensils should be cleaned and sanitised more frequently.
 - Control the amount of food that is prepared to reduce the time the food is left exposed.
 - Barriers (sneeze and cough screens) shall be present at all food displays (quest and employees food
 - Reduce the amount of items present on guests and employees tables to allow effective disinfecting procedure in between each person (or groups). These items include silverware, glassware, napkins, condiments et cetera.
- Room service must be adjusted to promote a no-contact delivery method.

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- Replace bottled condiments that are usually directly handled with pre-packaged condiments. The option of staff safely and hygienically filling small containers with desired condiments is recommended.
 - Employees must wash their hands properly before handling these ready-to-eat items.

Water Safety

- Water quality is an essential part of protecting the staff and guests at the lodging facility. A common water-bourne disease that infects the lungs is called Legionellosis which is caused by the Legionella bacteria. The bacterium grows in aquatic environments and thrives in warm water systems that has not been used for a long time, warm, damp places (cooling towers) or water that lacks adequate disinfectant.
- Hotels and other accommodation units are common places for the occurrence of this disease. Outbreaks primarily occur in larger buildings, perhaps due to their complex plumbing systems that allow bacteria to grow and spread more easily. It is vital that lodging facilities pay close attention to their water system. Preventative measures, swift mitigation, when necessary, ongoing monitoring and detailed record keeping will keep guests and employees safe.

Table 4 Examples of risk factors for Legionella infection

Risk factors for Legionella infection

Nisk factors for Legionella infection			
Sources	Reservoir	Environmental factors	
Hot and cold-water systems; Spa pools inadequate Chlorinate pools; humidifiers	Lodging facilities; Restaurants; Gyms	Proximity to sources of transmission; Poor design; Poor maintenance of cooling water systems; Inadequate staff training; Stay-in accommodation designed for brief stays and seasonal use; intermittent room occupancy and water use; Intermittent water supply and fluctuating water temperature control; Complex water control; Lack of staff trained to manage water systems.	

How to prevent Legionnaires' disease

- Create a 'Water Management Programme' for your facility this will include:
 - Identifying areas in a building where Legionella bacteria can grow and spread.
 - Reduce the risk of illness by managing and monitoring the water system.
 - Take corrective actions as soon as risks are identified.

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- Control temperature of the water
 - Avoid temperatures between 77°F (25°C) and 113°F (45°C).
 - o Maintain cold water below 68°F (20°C).
 - Maintain hot water above 122°F (50°C).
- Empty the water boiling tank:
 - o The water in the boiler would have been stagnant during the lockdown period thereby creating an environment for Legionella to proliferate.
- Table 5 provides alternative methods to control the growth of Legionella in piped water systems and cooling towers.

Table 5 Alternative methods to control Legionella in piped water systems and cooling towers with advantages and disadvantages

Method	Advantages	Disadvantages
Keep water temperature at 122°F (50°C) and above.	 Keep water temperature at 122°F (50°C) and above. 	 Does not eliminate Legionella. Requires circulation temperature to be near 140°F (60°C). Difficult to maintain temperatures in old systems. Requires protection against scalding.
Periodic flushing with hot water at 50–60 °C (usually an essential part of control by high temperature, above).	Simple, effective and easy to monitor.	 Not applicable in cold-water systems. Requires protection against scalding. Must be maintained and inspected to achieve consistent control. Proliferation of the Legionella occurs within days
Dosing with sodium hypochlorite.	 Proven, effective disinfection technique. Simple to use. Relatively cheap. 	 Formation of trihalomethanes. Needs protection (e.g. carbon filter) for dialysis patients. Toxic to fish. Affects taste and odour. Not stable, particularly in hot water. Increases corrosion of copper.

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Table 5 Alternative methods to control Legionella in piped water systems and cooling towers with advantages and disadvantages CONTINUED

Method	Advantages	Disadvantages
UV (ultraviolet) disinfection.	Proven disinfection technique.Simple to use.	 Effective only at point of application; no control downstream (no residual). Not suitable for turbid waters. No effect of biofilm formation.
Ultrafiltration at point of entry to the building or system.	•	 No inactivation of Legionella downstream of the filter within system. Effect on formation of biofilms and sediment not known
Point-of-use filters.	 Physical barrier. Easy to install (may require some modification of the outlet). Suitable for hot and cold-water systems. Good for use in systems exposing high-risk patients. 	 Only suitable at point of use. Must be replaced regularly. Particulates in water may reduce flow. Expensive.
Pasteurisation heat with flushing.	 Disinfection barrier. Useful as short-term remedial measure. Simple to apply in hot-water installation. 	 Transient effect on Legionella. No limitation of biofilm formation. Scalding risk.

Personal Protective Equipment (PPE)

- An adequate amount of Personal Protective Equipment (PPE) must be available to staff at all times. These include:
 - o Masks.
 - Face shields, if and when necessary.
 - Gloves.
 - Protective clothing such as, but not limited to aprons, overalls, boots and other essential protective gear.

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- All staff must be trained in the safe handling (wearing and removing) of PPE.
- Employees must wear a disposable facemask, gown, and gloves when you touch or have contact with an infected person's bodily fluids (blood) and/or secretions (sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea).
 - Safely dispose of used PPE by bagging into a 'biohazard' bag or a non-absorbent, leak resistant bag into the appropriate waste receptacle. The bag must be clearly labelled.
 - Hands shall be washed thoroughly, following the necessary guidelines on hand-washing, afterwards.

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