

## First level protection

### Measures in place :

We have made occupancy limits for our laundry room to ensure the social distancing protocols are met. We have also provided masks and gloves for our staff members to use. Our staff members also wash their hands before starting their shift and before going home. They also do one of the following before entering a new room to clean ; change their gloves, wash their hands or use hand sanitizer.

## Second level of protection

### Measures in place :

In our office we can not maintain a distance of 6 feet so we installed a barrier. We have informed our employees to re-sanitize the barrier daily using a bleach solution of 1-10 bleach to water.

## Third level of protection

### Measures in place :

Our staff have identified surfaces and objects that are frequently touched by customers. Things such as door knobs, light switches, room phones, fridge handles and ashtrays are sanitized after each guest has used that room. We have also identified shared surfaces among staff members that are wiped down with a bleach solution after each use ex. Broom handles and vacuum cleaner.

## Fourth level of protection

### Measures in place :

All employees who are working in close proximity to each other will be asked to wear a mask. We have demonstrated the proper use of masks to our employees.

## Cleaning and hygiene practices:

We have a bleach solution made of 1 part bleach to 10 parts water. We allow this solution to sit on the surface for 1 minute or more before wiping it off with a clean rag. In each room we disinfect the following ; the room key, door knobs, light switches, handles, phones, remote controls, toilet, faucets, bathtub, ash trays, counter tops, microwave. Aside from that we also wipe everything else in the room down with a multi purpose cleaner. We have removed items the guests share that

can not be sanitized like books and restaurant menus. Before each worker starts their shift they are required to wash their hands for at least 20 seconds with warm water and soap. We have made a new in depth cleaning schedule, every morning each worker will be assigned a different cleaning task that must be completed to help the spread of Covid-19. We have gone over with our workers if they have any of the coronavirus symptoms they have to go home and everything they have touched must be disinfected.

Developed policies and monitoring our workplace

Any of the workers or others who are showing symptoms of Covid-19 or have had symptoms in the past 10 days are prohibited from the workplace.

We are monitoring our workers and making changes to our policies as needed. All of our employees know if they have a health concern to go to one of the managers in the office.