



Housekeeping

- Notify Management and DO NOT come to work if you or anyone you have been in contact with is experiencing sickness of any kind.
- Wear mask at all times while at work.
- Interview with management and have temperature taken before every shift.
- Maintain a minimum distance of 6 feet from all other staff members, outside vendors and all guests.
- Be sure to use all EPA approved disinfecting products for all tasks.
- Do not enter any accommodations for any reason while a guest is occupying. Service unoccupied rooms only.
- Use hand sanitizer liberally and encourage guests, outside vendors and other employees to do the same. Carry a bottle of hand sanitizer on yourself for personal use.
- Strip accommodation after check out, discard linens, towels, and trash to appropriate receptacles then wash hands. ALL linens and towels should be removed from all previously occupied units regardless of use. This includes bedding, sofa beds, kitchen towels, and bath towels.
- Any items left behind by guests such as pool/beach toys, food & beverage items, etc must be discarded.
- Ensure all surfaces in unit are sprayed and wiped with disinfectant.
- Do not mix items from individual rooms.
- Stagger lunches and breaks to maintain social distancing. Disinfect break rooms at the end of each shift.
- Wash hands constantly throughout the day (after touching any items that were touched by a guest, outside vendors or another staff member.)
- Use one pen for yourself and do not share this pen with other staff members, outside vendors or guests. Disinfect at end of shift and use same pen on next shift.
- Use one VHF radio for yourself and do not share this VHF radio with other staff members. Disinfect at end of shift and use same VHF radio on next shift.
- Disinfect your work keys at the end of each shift. Do not share your work keys with other staff members.
- Disinfect your workstation and all its components before and after every shift. Use only one workstation during shift.
- Wear name tag at all times.
- No outside visitors allowed. Staff, approved outside vendors and accommodation guests only.



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- Place keys found in checked out rooms in collection bin. Do not return keys to another department.
- Encourage guests to call the front desk, restaurant, or any other department with any questions or needs instead of visiting.
- Guests are encouraged to leave keys in their room upon check out and do not go to the front desk.
- Do not allow guest items to be stored indoors prior to check in (luggage, groceries, etc.).
- If taking guest items to an accommodation, do not mix with other items.
- Disinfect shared doors, elevators, light switches, amenity dispensers, telephones, remote controls, trash cans, railings, etc at the beginning of each shift, constantly throughout the day and at the end of each shift.
- Ensure all common area bathrooms, pool baths, gyms and other mixed-use areas are clean and stocked with hand washing materials at the beginning of each shift, periodically during each shift and at the end of each shift. Pay special attention to common area restrooms, guest bathrooms, toilets, sinks, etc.
- After a room is completely prepared for check in, place UV sanitizing machine, Ozone machine, electrostatic sprayer or any large-scale disinfecting machine in room for minimum of 20 minutes.
- Sanitize all special delivery items before providing to guests. This includes cribs, pack & plays, highchairs, etc.
- Sanitize golf carts and luggage carts at the end of each shift.
- Use new cleaning materials (mop buckets, rags, brushes, etc.) for each individual accommodation.