



Maintenance

- 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.
- Do not enter any accommodations for any reason while a guest is occupying. Service unoccupied rooms only.
- Disinfect items such as kayaks, pool furniture, beach furniture, bicycles, and any other shared amenity items at the beginning of each day.
- When setting up beach furniture, make sure they are at least 6 feet apart from other parties.
- Do not share tools. Use your own tools/tool bag and keep them to yourself. Disinfect any shared tools at the end of each shift.
- Do not mix items from individual rooms.
- Stagger lunches and breaks to maintain social distancing.
- Wash hands after touching any items that was touched by a guest, outside vendor 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 on next shift.
- Disinfect your work keys at the end of each shift. Do not share your work keys with other staff members.
- Wear name tag at all times.
- No outside visitors allowed. Staff and hotel guests only.
- Disinfect keys found in checked out accommodations in collection bin. Do not return keys to other departments.
- 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 accommodation 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 a room, do not mix with other items.
- Assist Housekeeping Manager so that after a room is completely prepared for check in, place UV sanitizing machine in room for minimum of 20 minutes.
- Sanitize golf carts and luggage carts at the end of each shift.
- Any items left behind by guests such as pool/beach toys, food & beverage items, etc must be discarded.
- Refill ALL Hand Sanitizing Stations at the beginning of each shift, end of each shift and throughout the day. 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.