

**Kiwi Cove Lodge COVID-19 Safety Plan In accordance with Worksafe BC and Provincial Health Authority**

**Revised Dec 4 2020 Pg 1**

**1/ Elimination**

Kitchen- visitors not permitted. Max occupancy 3 pers.

Laundry room – Max occupancy 1 pers

Gift Shop – Max occupancy 2 pers. Open 8am till noon

Dining room area –. Tables 6ft apart. Reduce # chairs. Max # persons in a seated group is 6.

Office – computer station sterilized with Quat between users

Telephone – only management to use the business phone unless otherwise designated and sterilized..

**2/ Engineering**

Hand sanitizer and Covid safety signage in the entry lobby.

Guest phone removed. Common fridge and microwave removed. Books, games, brochures removed.

Lounge closed to guests unless approved for special circumstance.

Check-in area has plexiglass containment barrier.

Lobby and check in area disinfected before 8am. No self serve coffee. No open buffet meals.

Guest picks up beverage and breakfast at plexiglass barrier. If not feasible a masked server will deliver breakfast to each table.

Planned time for guest to come for breakfast.

**3/ Administrative**

Management will compile and review Covid Safety Plan biweekly. Hand sanitizer and Covid posters hung in the Lobby.

Staff Hygiene – Stay home if you are not well, contact the employer by telephone asap. Abide by the Health Guidelines . Wash hands on arrival and also disinfect your cell phone.

Staff will regularly review the Safety Plan and Housekeeping checklist .This is to done biweekly. Mark initials on the provided form when done. Updates can be discussed at this time.

For contact tracing purposes, record names of all guests, email, phone, hometown. Keep this info for 30 days.

4/ PPE

Staff is provided with a mask to be worn if distancing measures are uncertain during mealtime.

Disposable masks available to guests on request..

5/ Cleaning Protocols

12% Bleach product used for disinfecting in the kitchen. Solution to be made fresh at 8am daily. 1 Tbsp per litre.

Quaternary product used for disinfecting other rooms.. 1 Tbsp per litre in a spray bottle. High touch areas to be disinfected at 8am and again at the end of the housekeeper's shift.

Staff will not enter any occupied guest rooms during their booking period.. No freshens.

Replenishment of room amenities will be provided only if requested. Guest may deposit their garbage/recyclables in the receptacles provided in the common area.

Cleaning of a vacated guestroom does not commence until 3 hrs after the guest has checked out. The housekeeper may make one walk thru the room to ensure it is ventilated during that period.

Guestrooms are swept rather than vacuumed.

When guest returns a room key, it is disinfected by the first person who handles it.