

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

**Revised June 9 2021 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

For guests and for staff, masks are mandatory in public areas.

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.

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.

Guests will be instructed to open the windows before checking out of their room.

Housekeeping may commence immediately provided a mask is worn.

If the guestroom has been vacant for 3 or more hours, housekeepers are not required to wear a mask when cleaning the unit.

Guestrooms are swept. Vacuuming is only permitted if the guest room has been vacant for 24 hrs.

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