



# Hotels Guidelines

# Prepare. Respond. Recover.

## The cleaning industry's only outbreak response and recovery accreditation.

### About GBAC, a Division of ISSA

Composed of international leaders in the field of microbial-pathogenic threat analysis, mitigation, response, and recovery, the Global Biorisk Advisory Council (GBAC), a division of ISSA, provides training, guidance, accreditation, certification, crisis management assistance, and leadership to government, commercial and private entities looking to mitigate, quickly address, and/or recover from biological threats and real-time crises. The organization's services include biorisk management program assessment and training, the GBAC® STAR facility accreditation program, training and certification of individuals, and consulting for building owners and facility managers. For more information, visit [www.gbac.org](http://www.gbac.org).

### About ISSA

With a variety of members including distributors, manufacturers, manufacturer representatives, wholesalers, building service contractors, in-house service providers, residential cleaners, and associated service members—ISSA is the world's leading trade association for the cleaning industry. The association is committed to changing the way the world views cleaning by providing its member

with the business tools they need to promote cleaning as an investment in human health, the environment, and an improved bottom line.

Headquartered in Northbrook, Ill., USA, the association has regional offices in Mainz, Germany; Whitby, Canada; Parramatta, Australia; Seoul, South Korea; and Shanghai, China. For more information about ISSA, visit [www.issa.com](http://www.issa.com) or call 800-225-4772.

# Introduction to Hotels Guidelines

**The GBAC® STAR Hotels Guidelines** document is intended to provide process and procedural options for infection prevention, cleaning, and disinfection for Hotels areas.

These guidelines are written to assist in the completion of the GBAC STAR Facility Accreditation for Hotels.



# Introduction to Hotels Guidelines

**The Gold Standard of Safe Facilities: To achieve GBAC® STAR accreditation, facilities must demonstrate compliance with the program's elements, which range from standard operating procedures and risk assessment strategies to personal protective equipment and emergency preparedness and response measures.**

- ☑ Establish and maintain a cleaning, disinfection, and infectious disease prevention program to minimize risks associated with infectious agents like SARS-CoV-2, influenza, norovirus, monkeypox, etc.
- ☑ Proper cleaning protocols, disinfection techniques, and work practices in place to combat biohazards and infectious disease.
- ☑ Highly skilled cleaning professionals who are trained for outbreak and infectious disease preparation and response.

The GBAC® STAR Hotel Guidelines are intended to provide process and procedural options for cleaning, disinfection and infectious disease prevention for hotel facilities. These are guidelines to assist a facility with its GBAC STAR accreditation process.

GBAC will continue to monitor information from international health associations, organizations, and regulatory agencies, and will communicate changes, requirements and recommendations as the situation evolves. GBAC will communicate to GBAC STAR Facilities via GBAC STAR communications networks.

In general, GBAC STAR guidelines will be changed and be updated based on public health advice, personal protective equipment (PPE) recommendations or requirements, physical distancing requirements, and other recommendations. These guidelines will be implemented to be consistent with business needs.

It is also recognized that in many facilities a service contractor will service the hotel. This program is designed to ensure there is no disruption of services, as both contractors and facilities will have GBAC- or otherwise-trained and competent technicians on staff.



# Introduction to Hotels Guidelines

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# Hotel Guidelines

## Common Areas

### General Considerations

#### Hand Sanitization

Current public health guidelines outline the need for appropriate hand hygiene accomplished by hand washing and/or the usage of alcohol hand sanitizers or approved hand wipes. While handwashing with soap and water is the preferred option for hand hygiene, the use of alcohol hand sanitizer or approved hand wipes is acceptable when hand washing facilities are limited or unavailable.

Method — Approved hand wipes and alcohol-based hand sanitizer.

- Location – Hand sanitizer station locations and capacity needs must be based on risk assessment, occupancy needs, usage records and user feedback. The number of units can be adjusted, based on usage records and user feedback.
- Units must be replenished frequently. It is recommended that stations are checked initially every two hours and replenished based on usage.

Hand sanitizer station locations — examples include but not limited to:

- At every entrance- one or more station depending volume.
- Lobbies – one at high touch/ high traffic areas or as identified by the risk assessment.
- At the entrances of all Food and Beverage locations.

- At all elevator banks and escalators (note position to not interrupt traffic flow).
- At employee time clocks and entrances, and employee dining areas based on use or identified by the risk assessment.
- Meeting rooms – as a general guidance one for every 100 people scheduled in the room, one should be placed at every entrance.



## Physical distancing

GBAC will continue to monitor information from international health associations, organizations, and regulatory agencies, communicating to GBAC STAR<sup>TM</sup> facilities. Through GBAC communication networks, opportunities to discuss strategies and ideas of how to achieve physical distancing goals will be provided.

Strategies — Strategies for achieving physical distancing recommendations include, but are not limited to:

- Signage shall be placed throughout the venue asking everyone to keep a respectful social distance from others.
- Apply floor markings to assist guests with navigating the hotel. For example: add floor markings to aid in queuing at the lobby, registration desk, restrooms, and any other locations guests may frequent. Stanchions with 6-foot belts may also be used in these locations to designate appropriate distancing.
- Spacing of seating and tables where applicable.
- Develop online or touch-less payment and booking options.

## Gloves & Masks

When required by local, regional, or national public health authorities or when required by GBAC STAR program risk assessment, masks may need to be worn. Wearing gloves may also be required for certain activities. The hotel shall be prepared to provide in appropriate sizes, when required.

## Signage

The facility shall maintain a list of signage associated with their GBAC STAR program. The list should include the locations and description of what signage is at each location. This is to ensure that the signage is in place and maintained. A list makes this easy to audit. Examples include but are not limited to:

- Rules and recommendations within the hotel, including PPE requirements
- Social distancing and face mask reminders
- Handwashing reminders in restrooms
- Reminders such as “don’t touch your face”, “stop the spread”, etc.
- Notify security or proper management about concerns
- Signage to remind people that the hotel is a GBAC STAR Facility.

## Floor Care

In addition to current protocols of floor care for both hard surfaces and carpet, special attention should be made more, but not limited to:

- The use of HEPA vacuums on all carpet
- The use of approved floor scrubbers, mops, and tools with approved chemistry on hard floor surfaces.
- Frequency of cleaning will depend on usage, risk assessment and/or official requirements.



## Temperature Monitoring Program

When required temperature monitoring stations at hotel entrances and employee entrances may be implemented. These can be automated with a temperature-scanning device. Communication is essential and clear instructions on requirements need to be provided in advance (e.g., no temperatures).

Medical emergency response plans should include responding to ill guests or staff. An isolation room may be considered.



## Public Self-Serve Water Stations

Public self-serve water stations with touch points *should not* be permitted during outbreak.

## Guest Rooms Disinfection Following Checkout

**Step 1:** Prior to entering the room, the cleaning/disinfection professional treats door, handle, and lock.

**Step 2:** Prior to entering the room, the GBAC-Trained Technician or cleaning/disinfection professional treats door, handle, and lock.

**Step 3:** The GBAC-Trained Technician or cleaning/disinfection professional, wearing required PPE, begins disinfecting all surfaces in guest room, starting at the back of the room working toward the bathroom and then the exit door. Disinfection using approved systems such

as electrostatic sprayers, spray bottles, or other suitable delivery systems with appropriate disinfectants.

**Step 4:** Treat all carpets, working from the back of the room to the front.

**Step 5:** Exit room.

- Rooms must be allowed to remain empty before Room Attendant enters, typically 5-10 minutes, based on the chemistry being used.

**Step 6:** Mark room with identifying door tag, or in current system in place, to signify treatment is complete.

Surface sanitation might include but is not limited to:

- Wallcoverings
- Closet doors (open)
- Drawer and door handles
- Safe door (open)
- Hanger rod
- Shelving (Drawers if present-both open)
- Refrigerator, if present
- Spray inside & close.
- Spray outside.
- Trash cans
- If there is a plastic bag, remove bag and leave for housekeeping.
- Spray trash can.
- Disinfect the bed, sheers/drapes, decorative FFE.
- All touch points, light switches, lamps, phone, TV Controls, etc.

Bathroom disinfection surfaces might include but not limited to:

- Bathroom door and handles (front and back).
- Shower curtain or doors.
- Terry, toilet paper, and any unused consumable items in place.
- All other surfaces including (but not limited to):
- Counter tops
- Faucets
- Stool
- Floor and shower surfaces
- When all surfaces have been sprayed, exit bathroom and continue treatment of guest room.

## Guest Rooms Cleaning Following Disinfection

**Step 1:** Room attendant or housekeeper enters room with required PPE.

**Step 2:** Removes door tag denoting that room has been disinfected.

**Step 3:** Document room cleaning and disinfecting has started in hotel documentation system.

**Step 4:** Room attendant or housekeeper removes linen and trash

- Place linens carefully in the laundry bag while in the room.
- Do not shake linens while handling.

**Step 5:** Commence with room/bathroom

cleaning with approved chemicals.

**Step 6:** Replenishes all guest amenities and linens.

**Step 7:** Remake guest bed.

**Step 8:** HEPA vacuum floor as last step prior to exiting.

**Step 9:** Exit room.

**Step 10:** Document that the guest room has been disinfected and cleaned within the hotel documentation system.

**Step 11:** Place card to denote room is completely clean and disinfected.



## Daily Cleaning

It should be considered to have routine daily cleaning by request only.

**Step 1:** Room Attendant or housekeeper enters guest room wearing required PPE.

**Step 2:** Bag all trash - excluding all unused consumable items such as notepad paper.

**Step 3:** Remove soiled linens. Place linens carefully in the laundry bag while in the room. Do not shake linens while handling.

**Step 4:** Commence with room/bathroom cleaning with approved chemicals. Pay careful attention to all touch points.

**Step 5:** Replenish all guest amenities and linens as needed.

**Step 6:** Remake guest bed

**Step 7:** HEPA vacuum floor as last step prior to exiting the guest room.

**Step 8:** Document that the guest room has been cleaned within the hotel documentation system.

**Step 9:** Place card to denote room is completely clean and sanitized.

# Lobbies

## Daily Cleaning

**Step 1:** Lobby Attendant or cleaning/disinfection professional enters lobby area wearing approved PPE

**Step 2:** Remove all trash.

**Step 3:** Commence area cleaning and disinfection with approved chemicals and equipment. Pay careful attention to all touch points.

**Step 4:** Hand sanitization stations need to be checked that they are in place and replenished. It is recommended that stations are checked every two hours during high-occupancy times.

- Frequency can be adjusted upon actual usage needs; this should be documented.
- At least one hand sanitization station should be located at every hotel entrance – more than one should be considered based on usage records.

**Step 5:** HEPA vacuum carpets when and where applicable.

**Step 6:** Ensure the hard surface floors are cleaned and disinfected.

**Step 7:** Use floor scrubbers/mops when and where applicable.

**Step 8:** Ensure signage or table tents are placed in lobby indicating that the hotel is a GBAC STAR Facility.

**Step 9:** Document that lobby cleaning has completed in hotel documentation system.

**Hotel lobbies vary from hotel to hotel - from small intimate spaces to grand, large-scale lobbies. Special attention must be made for several reasons: It is the first thing our customers see when entering the hotel and it is one of the areas that get the most traffic.**

**At least one hand sanitization station should be located at every hotel entrance.**

**More than one should be considered depending on volume of traffic.**

## Disinfection

**Note:** this is usually completed at night.

**Step 1:** The cleaning/disinfection professional enters lobby area wearing approved PPE.

**Step 2:** Remove all non-custodial personnel while area is being treated.

**Step 3:** Begin spray disinfecting all surfaces in lobby. Disinfection using approved systems such as electrostatic sprayers, spray bottles, or other suitable delivery systems with appropriate disinfectants

- Large lobbies may need to be sectioned off and completed section by section.

Areas and objects to be treated are to

be determined by the Risk Assessment and/or official requirements. Surface disinfection might include but is not limited to:

- Registration/Reception desk
- All doors in lobby area including entrance/exit doors
- Drawer and door handles
- Flooring
- Walls (8 feet up)
- Tables
- Chairs
- Trash cans
- All touch points, light switches, lamps, phones, etc.

# Public Restrooms

## Daily Cleaning

**Step 1:** Restroom Attendant enters bathroom area wearing approved PPE.

**Step 2:** Remove all trash

**Step 3:** Gather all soiled linens and place in laundry bag.

**Step 4:** Commence with room cleaning with approved chemicals (see approved list from the appropriate regulatory body).

- Pay careful attention to all touch points. Step 5: Replenish all items as needed.

**Step 6:** Use floor scrubbers and/or mops when and where applicable

**Step 7:** Ensure signage is in place including GBAC STAR and personal hygiene (e.g., “Remember to Wash Your Hands”).

**Step 8:** Document that bathroom cleaning has completed in facility documentation system.



## Disinfection

**Step 1:** The cleaning/disinfection professional or equivalent position enters restroom wearing approved PPE.

**Step 2:** Restrooms should be cordoned off during disinfection service. Disinfection using approved systems such as electrostatic sprayers, spray bottles, or other suitable delivery systems with appropriate disinfectants

**Step 3:** Starting at the back of the restroom, the GBAC-Trained Technician or equivalent position begins disinfecting all surfaces in restroom.

**Step 4:** For each stall, doors, door handles, stools, urinals, must be spray disinfected.

**Step 5:** All other surfaces, which might include but not limited to:

- Countertops
- Faucets
- Hand dryers
- Paper towel dispenser



# Common Hallways

## Daily Protocol

Hallways are vacuumed daily using a HEPA vacuum.

- Ensure hand sanitization stations are in place and dispensers are full.
- Hallways will be disinfected nightly, or at a set interval based on the risk assessment and usage, using spray systems such as electrostatic sprayers or other suitable delivery systems with approved disinfectant.
- High touch points will be disinfected.



# Elevators

## Daily cleaning

Elevator areas should be checked frequently during high-occupancy times. Set a schedule, and document that the activity has been completed.

- During high occupancy it is recommended that elevator lobbies, elevators, and escalators are checked and cleaned every two hours.
- Elevators and escalators will be cleaned with high attention to touch points (e.g., elevator buttons, railings).
- Elevator lobby floor surfaces will be cleaned/HEPA vacuumed daily.
- Hand sanitization stations need to be checked that they are in place and replenished as needed.
- At least one hand sanitization stations should be located at every elevator entrance.

- Document that lobby cleaning has completed.

## Disinfection

- Elevator lobby areas will be disinfected daily, at a minimum. This includes all touch points, buttons and floors.
- Escalator rails should be disinfected daily, at a minimum.
- Elevators and Elevator Lobbies will be disinfected using spray systems such as electrostatic sprayers, trigger sprayers or other suitable delivery systems with approved disinfectant nightly, at a minimum.

# Meeting Rooms

## After each use

**Step 1:** Room Attendant or cleaning professional enters meeting room wearing approved PPE

**Step 2:** Bag all trash, excluding all unused consumable items such as notepad paper

**Step 3:** Commence with room cleaning with approved chemicals. Pay careful attention to all touch points including electronics and AV equipment

**Step 4:** Replenishes all items as needed.

**Step 5:** Hand sanitization stations need to be checked that they are in place and replenished as needed. At least one hand sanitization station for every 50 scheduled within the meeting room.

**Step 6:** Floor surfaces will be cleaned/ HEPA vacuumed as last step prior to exiting the meeting room.

**Step 7:** Place tag on door, or document in hotel system, that the room is ready for a cleaning/ disinfection professional.

**Step 8:** Document that room cleaning has completed.

# Disinfection

**Step 1:** A cleaning/disinfection professional enters meeting room wearing approved PPE. PPE should be selected based on the risk assessment and chemistry and equipment being used.

**Step 2:** Areas and objects to be treated are to be determined by the risk assessment and/or official requirements. Begin disinfecting all surfaces in meeting room starting at the back of the room working toward the exit door. Disinfect using systems such as electrostatic sprayers, trigger sprayers, or other suitable delivery systems with approved disinfectant(s). Compatibility with sensitive equipment (e.g., AV equipment) is to be determined based on type of equipment and manufacturer guidelines.

Meeting room surface disinfection might include but not limited to:

- Flooring
- Walls (8' up)
- Closet doors (open)
- Drawer and door handles
- Podium
- Tables and chairs
- Trash cans
- All touch points, light switches, lamps, phone, TV Controls, etc.

**Step 3:** Mark room with identifying door tag to signify room is completely clean and disinfected.

**Note:** Follow manufacturers recommendations for electronics and AV equipment regarding cleaning and disinfection. This includes, but is not limited to, clickers, keyboards, pointers, AV equipment and microphones. Some equipment may need to be hand disinfected; some may be able to be spray disinfected.



# Casinos Protocols

## Common Areas

### General Considerations

#### Hand Sanitization

Current public health guidelines outline the need for appropriate hand hygiene accomplished by hand washing and/or the usage of alcohol hand sanitizers or approved hand wipes. While handwashing with soap and water is the preferred option for hand hygiene, the use of alcohol hand sanitizer or approved hand wipes is acceptable when hand washing facilities are limited or unavailable. Locations and capacity needs must be based on occupancy, usage records, and

user feedback. Appropriate hand hygiene stations should be present on casino floor.

- Approved hand sanitizer should be made available at each casino table.
- Disinfectant wipe stations should be made available at the end of every slot machine row, or in areas identified by the risk assessment or user feedback, for individuals to wipe slot machines and video games prior to use.



## Signage

- Encourage physical distancing.
- Hand washing reminders.
- “Don’t touch your face” reminders.

## Physical distancing

Physical distancing is encouraged on the casino floor. Signage should be placed throughout the property advising guests of physical distancing requirements. Limiting the number of people in all spaces should be considered based on the risk assessment and governmental regulations.

Infection Prevention Measures to encourage physical distancing include, but are not limited to:

- Close slot machines to meet physical distancing requirements.
- Remove chairs to minimize the number of people on table games.
- Limit the number of individuals in spaces.

## Gloves & Masks

Dealers & waitstaff should be required to wear masks based on risk assessment and governmental regulations:

- Dealers are required to use hand sanitizer or wash hands between games or when switching between activities.

## Chip, Cards, & Dice

Casino chip disinfection plan:

- Disinfect at least once daily or more frequently depending on the risk assessment and usage.
- Disinfection can be accomplished using proper chemicals and techniques based on manufacturer guidelines

Casino card replacement plan:

- Replace or disinfect every 24 hours at minimum based on risk assessment and usage.

Dice disinfection program:

- Disinfect at least once daily or more frequently depending on the risk assessment and usage.
- Disinfection can be accomplished using proper chemicals and techniques based on manufacturer guidelines.

# Casinos

## Daily Cleaning

The frequency of daily cleaning and disinfection will be based on usage, risk assessment, and user feedback. Frequency will need to be decided and documented.

**Step 1:** Casino Attendant enters casino wearing approved PPE. PPE should be selected based on the risk assessment and chemistry and equipment being used.

**Step 2:** Document casino cleaning has started in hotel documentation system.

**Step 3:** Bag all trash.

**Step 4:** Commence with casino cleaning with approved chemicals. Pay careful attention to all touch points.

**Step 5:** Hand sanitization stations need to be checked for proper placement and replenished as needed.

**Step 6:** Disinfectant wipes stations should be checked and replenished as needed. **Step 7:** HEPA vacuum sanitized floor.

**Step 8:** Document that casino cleaning has been completed in hotel documentation system.

## Disinfection

**Step 1:** A cleaning/disinfection professional enters casino wearing approved PPE. PPE should be selected based on the risk assessment and chemistry and equipment being used

**Step 2:** Disinfection Technician or equivalent position begins spray sanitizing all surfaces in casino using systems such as electrostatic sprayers, trigger sprayers or other suitable delivery systems with approved disinfectant(s).

**Step 3:** All gaming equipment to be secured prior to disinfection beginning.

- Spacing is in accordance with the chemistry and equipment requirements. The chemistry and equipment should be selected based on manufactures guidelines for the specific gaming equipment.

**Step 4:** Casino surface sanitation might include but is not limited to:

- Flooring
- Wallcoverings (8 feet up)
- Doors
- Tables – paying close attention to edges and rims
- Chairs
- Trash cans
- All touch points, game machines, ATMs, door handles, etc.
- Work from one side of the room to the opposite side of the room. Areas may need to be closed off while the disinfecting is in process.

# Cafés, Restaurants and Bars

## General Considerations

Restaurants and bars should continue to clean and disinfect in accordance with property and regulatory protocols with the attention to the following:

- Wait staff, porters, bus staff, wait assistants, bartenders must clean and disinfect using approved disinfectants in accordance with venue policy.
- Linens are replaced and washed in between customers.
- Table placement is at least 6 feet apart or in accordance with governmental regulations or based on the risk assessment.
- All menus and check presenters should be disposable. If non-disposable menus or check presenters are used, they must be disinfected after each use.
- Hand sanitization stations should be placed at the restaurant/bar entrance, kitchen entrance and restroom entrance area. Depending on the size of the restaurant/bar, other station locations should be considered.
- Hand washing stations should be available for all staff in the back of the house.
- Food handlers should wear gloves when preparing food.
- Disposable utensils may be used when and where applicable. When not utilizing disposable utensils, flatware must be wrapped or in a roll-up.
- All condiments must be personal use or placed in individual service containers.
- Frequent cleaning and disinfection should be conducted.

## Nightly Cleaning Dining Room

**Step 1:** Restaurant Attendant enters area wearing approved PPE for nightly cleaning. PPE should be selected based on risk assessment and the chemistry and equipment being used.

**Step 2:** Document restaurant cleaning has started in hotel documentation system.

**Step 3:** Bag all trash.

**Step 4:** Use approved chemicals and equipment commence restaurant/bar cleaning in accordance with the hotel restaurant/bar cleaning policy. Pay careful attention to all touch points.

**Step 5:** Replenish all items as needed.

**Step 6:** Hand sanitization stations must be in place and replenished as needed. It is recommended that a review cycle is scheduled, such as every two hours during high-occupancy times.

- Hand sanitization stations should be placed at the restaurant/bar entrance, kitchen entrance, restroom entrance area, on bar. Depending on the size of the restaurant, other station locations should be considered.

**Step 7:** HEPA vacuum carpets when and where applicable.

**Step 8:** Use floor scrubbers and/or mops when and where applicable.

**Step 9:** Ensure signage is in place indicating that the facility is a GBAC STAR-cleaned and disinfected.

**Step 10:** Document that dining room cleaning has completed in facility documentation system.

## Kitchen

**Step 1:** Bag all trash.

**Step 2:** Use approved chemicals and equipment commence kitchen cleaning in accordance with the venue cleaning policy regulatory body requirements.

- Pay careful attention to all touch points including shared tools and equipment.

**Step 3:** Replenish all items as needed.

**Step 4:** Hand sanitization stations need must be in place and replenished as needed.

**Step 5:** Use floor scrubbers/mops when and where applicable.

**Step 6:** Ensure hygiene signage is in place, such as hand washing reminders and SOPs.

**Step 7:** Document that kitchen cleaning has completed in hotel documentation system.

## Food Prep Areas

**Step 1:** Document food prep area cleaning has started in facility documentation system.

**Step 2:** Remove all trash.

**Step 3:** Using approved chemicals and equipment commence Food Prep

Area cleaning in accordance with the hotel Food Prep Area Cleaning policy and regulatory body requirements.

- Pay careful attention to all touch points including shared tools and equipment. This could include tools such as spatulas and knives, condiment bottles, and all high touch areas.

**Step 4:** Replenish all items as needed.

**Step 5:** Hand sanitization stations must be in place and replenished as needed.

**Step 6:** HEPA vacuum carpets when and where applicable.

**Step 7:** Use floor scrubbers and/or mops when and where applicable. **Step 8:** Ensure hygiene signage is in place, such as hand washing reminders.

**Step 9:** Document that food prep area cleaning has completed in facility documentation system.

## Disinfection

Areas and objects to be treated are to be determined by the risk assessment and/or official requirements.

A cleaning/disinfection professional begins disinfecting all surfaces in restaurant/bar/ kitchen/café/food prep areas. Disinfection, using spray systems such as electrostatic sprayers, spray bottles, or other suitable delivery systems with approved disinfectant(s).

Special attention to approved chemistry list must be taken into consideration in areas where food is prepared and served.

Restaurant/Café/Bar surface sanitation/disinfection might include, but is not limited to:

- Flooring
- Walls (8' up)
- Doors
- Tables
- Chairs
- Trash cans
- All touch points, equipment, door handles, phones, etc.

# Workout Facilities

## Daily Cleaning

**Step 1:** Attendant enters workout facility wearing approved PPE. PPE should be selected based on the risk assessment and chemistry and equipment being used.

The workout facility should be serviced often and based on occupancy.

- At least every 8 hours while open or at an identified interval based on usage and the risk assessment.

**Step 2:** Facility cleaned at a minimum daily using appropriate cleaners and disinfectants in accordance with facility policy.

**Step 3:** Document workout facility cleaning has started in the documentation system.

**Step 4:** Bag all trash.

**Step 5:** Commence area cleaning with approved chemicals and equipment. Pay careful attention to all touch points.

**Step 6:** Replenish all items as needed.

**Step 7:** Hand sanitization stations, trigger disinfectant spray bottles, and disinfectant wipes need to be checked that they are in place and replenished as needed.

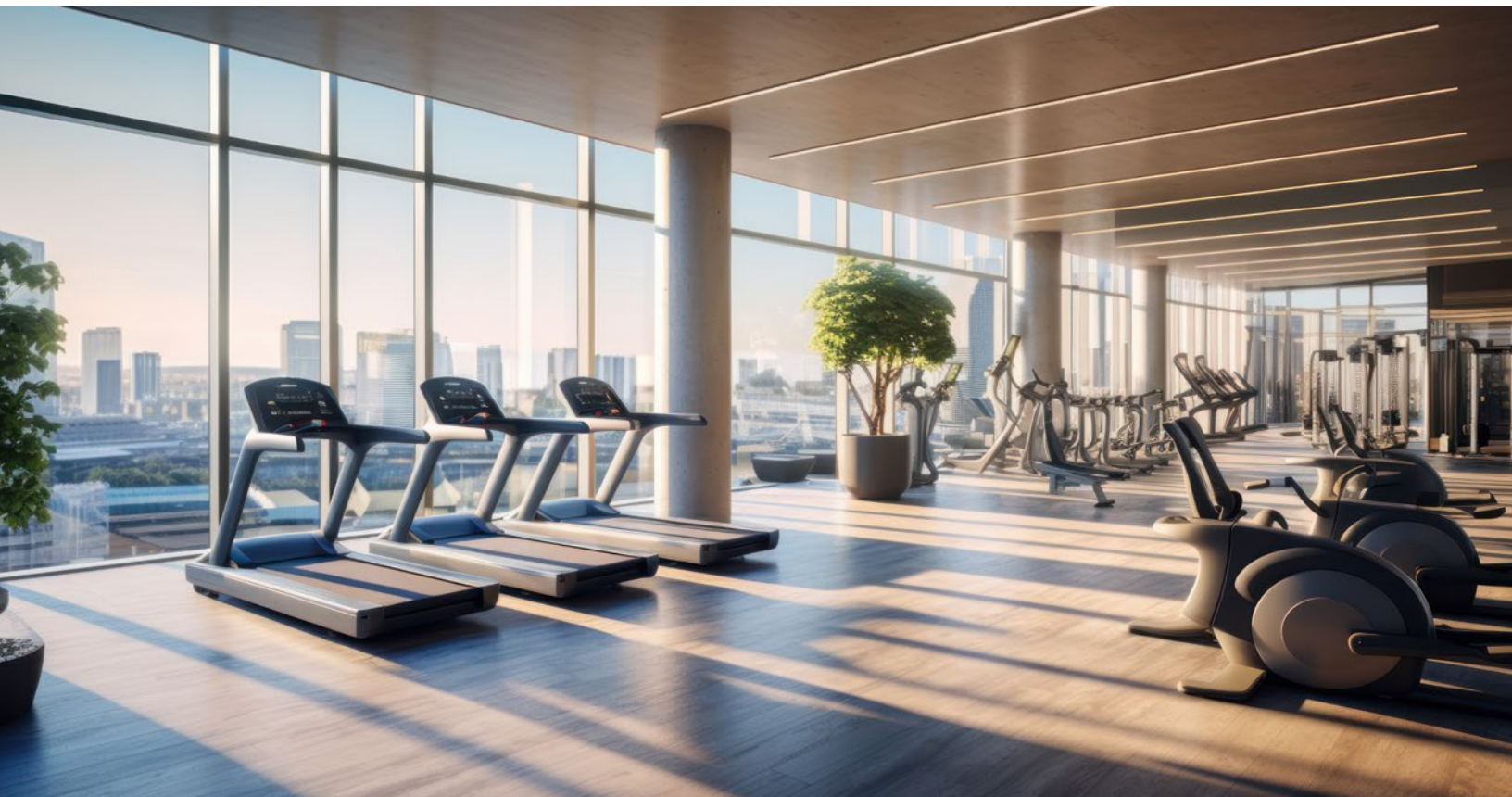
**Step 8:** HEPA vacuum carpets when and where applicable.

**Step 9:** Use floor scrubbers and/or mops when and where applicable.

**Step 10:** Ensure signage is in place:

- Workout facility physical distancing use rules.
- Patrons' responsibility to clean/disinfect after using equipment
- Proper PPE usage for patrons

**Step 11:** Document that workout facility cleaning has been completed in hotel documentation system.



## Daily Cleaning

**Step 1:** A cleaning/disinfection professional enters workout facility wearing approved PPE. PPE should be selected based on the risk assessment and chemistry and equipment being used.

**Step 2:** A cleaning professional or equivalent position begins disinfecting all surfaces in the workout facility using systems such as electrostatic sprayers, spray bottles, or other suitable delivery systems with approved disinfectant(s).

Completed daily (at minimum):

- All equipment
- Touch points
- Floors
- Shower areas
- Locker areas
- Counters
- Front desk
- Employee areas
- Workout facility lobby areas

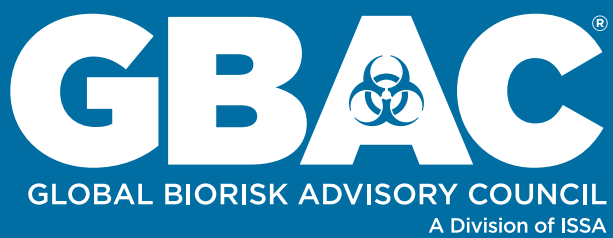
**Step 3:** Workout facility surface

disinfection might include but not limited to:

- Flooring
- Wallcoverings (8' up)
- Doors and handles
- Drawers and handles
- Tables
- Chairs
- Trash cans
- ALL workout equipment will need to be sprayed and allowed drying time and moved when needed so that all sides can be sprayed. This includes equipment such as:
  - Balls
  - Dumbbells
  - Plates

**Step 4:** All facility touch points, light switches, lamps, phones, etc. should be disinfected

**Step 5:** Work from one side of the room to the opposite side of the room.



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