**The Inn On Third COVID-19 Mitigation and Contingency Plan**

(updated 10/1/2020)

The Inn On Third is following all CDC guidelines and adheres to all state, county and city regulations in regards to risk mitigation.

**Guidelines concerning staff:**

* All staff will undergo a temperature check and symptom screening at start of shift. Any member of staff with a temperature of 100.4 F or higher, or displaying symptoms associated with COVID-19 will be sent home and encouraged to undergo testing immediately.
* Face coverings are required to be worn by all staff in areas of the inn that are accessible to guests.
* Staff is required to wash/sanitize hands regularly and thoroughly, as well as before and after touching guest’s ID and credit/debit cards, and before touching guests room keys at check-in.

**Guidelines concerning guests:**

* Cloth face coverings are required to be worn by all guests in our common areas (lobby, hallways).
* Disposable face masks are available at the front desk.
* The following accommodations will be made in accordance with the ADA:

A plastic face shield may be worn instead of a cloth face covering.

* Guests may remove cloth face coverings when seated while eating/drinking in the lobby.
* We reserve the right to refuse rental to guests displaying signs of illness.
* Only sanitized room keys will be given to guests.
* Guest is encouraged to use personal pen to fill in registration card, sign credit card authorization. Sanitized pens are available at the desk and will be sanitized after one time use of individual guest.
* 1 -

**Guidelines concerning housekeeping and overall sanitation of the Inn:**

* All frequent touch points throughout the inn will be cleaned and sanitized on a regular basis throughout the day, and additionally as needed (door handles, bell, front desk counter tops, lobby fridge door, water dispenser, etc.).
* All guest rooms will be marked “out of order” for at least 24 hours after guest departure. No “back to back” rentals of guest rooms as long as our reservation loads permit.
* Housekeeping staff will sanitize hands before entering each guest room and use new cleaning rags for each room to avoid cross contamination.
* No daily housekeeping service until further notice. Fresh towels, soaps etc. may be picked up at the front desk during regular desk hours. Used towels as well as any trash should be placed outside guest room door by the guest for staff to collect.
* In addition to our already high cleaning standards, additional cleaning time is allotted for check-out rooms, and a virucide disinfectant cleaner is used in accordance with manufacturer guidelines on high touch point, non-porous surfaces within the guest room.
* All bedding, including blankets, are being washed between guest turnovers.
* Unnecessary items such as pens, note pads, shams, decorative pillows etc. have been removed from guest rooms to ensure easier cleaning and sanitizing of guest rooms.

**Guidelines in case of know COVID-19 exposure:**

* In case we receive notification of or have knowledge that a guest or staff member has tested positive to COVID-19, management will inform guests/staff that have been in close contact with the infected individual, so they can take any and all precautionary measures to prevent a potential further spread.
* Management will assist with contact tracing to the best of their abilities and as required by law and health agencies.
* Premises will undergo thorough sanitation of all common areas and areas the infected person had access to.
* 2 -