

New Covid 19 Cleaning and Disinfecting Protocols

New daily routine: thoroughly clean and sanitize each morning, and at least once more before end of shift, all of the following:

Entry gate handles, including the front and back of each of our four gates; lockboxes and keys; All door handles inside and out (office, laundry room, maintenance room, and guest units); patio furniture, tables and chairs; light switches, blowdryers, washer and dryer doors and controls, toilet in laundry room; handwashing area in the laundry room; and housekeeping cart. And anything else you can think of not included here!

For the TV/DVD remote controls and in-room phones (anything you don't want getting wet), please use the new Portable UVC disinfection light wand (instructions are below)

PORTABLE UVC DISINFECTION LIGHT – Use this on TV/DVD remote controls and in-room phones

Model HUV-01

Voltage DC

LED model LED UV3535 6V, 2W, 9PCS LED

Battery Li-Battery, 2000mA, Rechargeable

LED wavelength 270-280nm

Disinfection ratio 99.9%

Instructions

1. Press power button to start the flash light, press again to turn on the UV light, press third time to turn off the light.
2. Keep the distance 2 to 3 inches for 10-20 seconds and repeat it for two or three times for better effect.
3. Insert the USB cable into one of the charging cubes in any of our units to charge. The red light indicates charging, light turns to green after charge is complete. UV light sterilizer can work up to 3 hours per charge.

DO NOT USE THIS UV DISINFECTION LAMP ON EYES OR SKIN

DO NOT LOOK DIRECTLY AT THE LIGHT

The office and laundry room are now for employees only. The office is currently closed.

Please keep extra supplies on hand for proper sanitization, including hand sanitizer and sanitizing wipes, bleach, etc.

When buying cleaning supplies, look for disinfectants labeled to be effective against “emerging viral pathogens”.

When using bleach, make a solution of 5 tablespoons per gallon of water.

Alcohol solutions should be at least 70% alcohol that are appropriate for the surface.

Wear gloves as required by the product instructions.

Please use the 2-liter sprayer and sanitizer to spray rooms before cleaning (make sure to open windows and doors to ventilate), wait 15 minutes, then clean. You can also use this to spray down patio furniture and tables.

We will be mounting the touchless hand sanitizer station by the office.

We now have lockboxes by the front doors of all bungalows so guests can go direct to their units. This will minimize guest contact where the existing lock boxes are, by the laundry room.

Discontinue the use of shared food and coffee in the office.

Wear a mask in any common areas, and when cleaning guest rooms. Wash mask at the end of each shift, if not disposable.

Additional Cleaning and Disinfecting Protocols

I'm working on a guest manual that can be viewed, password protected, on our website. Manuals in the rooms have now been removed.

If we have guests onsite, dirty linens should be bagged up, removed and transported from guest rooms in single-use, sealed bags. Pillow protectors on the guest room beds should be changed after every guest. All bed linen and laundry should be washed at a high temperature.

For now, please bag up comforters and put in the maintenance room (marked by room), so you don't have to clean between guests. Just have a blanket on the bed, and wash along with other linens.

I am working it out so that rooms will be left vacant for a minimum of 24 to 72 hours prior to cleaning and re-renting.

Physical Distancing Guidelines

Keep at least six feet between you and others.

Chaise lounges, and patio tables/chairs, must be at least 6 feet apart. Family members can sit or lounge together.

Pool and spa are to be used by one person or family at a time.

General Covid 19 Housekeeping Guidance and Policies

Do not come to work if you have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if you or someone you live with has been diagnosed with COVID-19.

Seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

Understand the importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when you cannot get to a sink or handwashing station).

Understand the importance of physical distancing, both at work and off work time (see Physical Distancing section below).

Understand the proper use of face coverings, including:

- o Face coverings do not protect the wearer and are not personal protective equipment (PPE).
- o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- o Employees should wash or sanitize hands before and after using or adjusting face coverings