

# CAYMAN ISLANDS DEPARTMENT OF TOURISM

## ADVANCED SANITATION CHECKLIST | COVID 19

### CATEGORY - APARTMENT

THE CHECKLIST HAS BEEN DEVELOPED BY THE CAYMAN ISLANDS DEPARTMENT OF TOURISM TO REVIEW BASIC REQUIREMENTS TO MINIMISE THE COVID19 IMPACT TO THE PROPERTY, EMPLOYEES, GUESTS AND RESIDENTS.

THE CHECKLIST IS APPLICABLE FOR A PERIOD OF FOUR MONTHS FROM JUNE 2020 TO SEPTEMBER 2020 AND SUBJECT TO FURTHER REVIEW IN AUGUST 2020.

THE PROPERTY WILL CONDUCT A REVIEW ON A BI-WEEKLY BASIS TO RATE THE LEVELS OF COVID19 PREPAREDNESS. THE RATING CRITERIA IS STIPULATED BELOW:

#### RATING CRITERIA

CLASS 1 - EXCELLENT

CLASS 2 - GOOD

CLASS 3 - UNSATISFACTORY

UNABLE TO PROVIDE A GRADING

**PROPERTY:**

**DATE:**

**INSPECTOR(S):**

CHECKLIST		YES	NO	N/A	COMMENTS
<b>SECTION ONE - PREPARATION &amp; TRAINING</b>					
1	Have all employee's completed a COVID-19 training on new sanitation guidelines?				
2	Is random testing for COVID-19 conducted for employees?				
3	Does the property have an assigned on call doctor in the event of a guest showing symptoms of COVID19 on property?				
4	Are vendors/contractors and all delivery drivers wearing appropriate PPE when accessing the property?				
<b>SECTION TWO - ARRIVAL</b>					
1	Does the property have hand sanitizing dispenser(s) at the main entrance (minimum of 60% alcohol content)?				
2	Does the property have a process in place to sanitize guest luggage prior to entrance to the property?				
3	Does the property observe NO contact greetings?				
4	Are all employees at the main entrance and front desk wearing the appropriate PPE?				
5	Does the property have appropriate spacing for guests waiting in line at the front desk?				
6	Does the property have sneeze guards in place at the front desk/concierge?				
7	Are shared credit card terminals sanitized after every use?				

**SECTION THREE – PUBLIC SPACES**

<b>1</b>	Does the property have hand sanitizing dispenser(s) at inside and outside of main entrance?				
<b>2</b>	Does the property have signage to remind guests to frequently wash their hands?				
<b>3</b>	Are employees (/housekeeper/property manager/pool staff (if applicable) ) wearing appropriate PPE?				
<b>4</b>	Are the main access doors/and high level doors sanitized before each arrival or during any required housekeeping?				

**\*SECTION FOUR – RESTROOM (\*duplicate as required)**

<b>1</b>	Are high touch points sanitized before each arrival or during required housekeeping?				
<b>2</b>	Are automatic hand dryers or single use disposable hand towels available in the restroom?				
<b>3</b>	Are soap dispensers or hand pump soaps available in the restrooms?				

**SECTION FIVE – HOUSEKEEPING**

<b>1</b>	Are approved cleaning chemicals used during the cleaning of each room/unit?				
<b>2</b>	Is the housekeeping employee servicing the guest bedrooms/unit wearing the appropriate PPE?				
<b>3</b>	Is the housekeeping employee using disposable cleaning cloths whilst servicing each apartment?				
<b>4</b>	Is linen and terry taken from guest or units bagged or covered prior to transporting to the laundry facilities?				
<b>5</b>	Is glassware in the bedrooms sanitized at the appropriate temperature and with appropriate chemicals?				
<b>6</b>	Are high touch surfaces disinfected? (Railings, doorknobs and handles, bathroom surfaces, counters, table tops, light switches)				
<b>7</b>	Are reusable items such as pens, menus, collateral replaced or sanitized after check out?				

**SECTION SEVEN – POOL AND BEACH (WHERE APPLICABLE)**

<b>1</b>	Is there a visible hand sanitizer present upon arrival to the beach and pool facilities?				
<b>2</b>	Is pool furniture sanitized before each check out?				
<b>3</b>	Are loungers and tables sanitized after each check out, and are they setout according to social distaning?				
<b>4</b>	Are employees responsible for cleaning the pool wearing the appropriate PPE?				

**SECTION NINE – KITCHEN & DINING AREA**

<b>1</b>	Are appliances cleaned and sanitized after each check out?				
<b>2</b>	Are all kitchen counters cleaned and sanitized after each check out?				
<b>3</b>	Is the kitchen stocked with approved cleaning supplies (disinfectant wipes, lysol) for guess to use?				
<b>4</b>	Is food left behind disposed of after each check out.				
<b>5</b>	Silverware, glasses and plates to be cleaned, and sanitized, stored and covered when not in use.				
<b>6</b>	Are all table tops and chairs cleaned, and sanitized after each check out?				

**SECTION NINE – BEDROOMS**

<b>1</b>	Are pillowcases, sheet,duvets, etc washed as directed by Public Health guidelines?				
<b>2</b>	Are all furniture, including TV's, and remotes cleaned and sanitized after each check out?				
<b>3</b>	Are all air condition vents and returns cleaned and sanitized after each check out?				
<b>4</b>	Are all hangers and luggage racks cleaned and sanitized after each check out?				

**SECTION NINE – LIVING ROOMS**

<b>1</b>	Are all sofas, rugs, drapes, and other soft, porous surfaces cleaned and sanitized after each check out?				
<b>2</b>	Are all furniture, including TV's and remotes cleaned and sanitized after each check out?				
<b>3</b>	Are all ai rcondition vents and returns cleaned and sanitized after each check out?				
<b>4</b>	Are ceiling fans cleaned and sanitized after each check out?				
<b>5</b>	Are all furnishing cleaned and santized after each check out?				

VENDORS	CONTACT INFORMATION
<b>TRAININGS - COVID19</b> <a href="https://www.servsafe.com/Landing-Pages/Free-Courses">https://www.servsafe.com/Landing-Pages/Free-Courses</a>	
<b>SNEEZEGUARDS</b> FAST SIGNS ADVANTAGE CAYMAN	
<b>MASKS</b> LOCAL ON ISLANDS VENDORS: ZOE WALL GRAINGER EXPORT - Grainger.com FOH - FOH.CC	
<b>HAND SANITZIER</b> ISLANDS SUPPLY PDL	
<b>CHEMICALS</b> ECOLAB - (on islands representative PDL) ISLAND SUPPLY	
<b>GLOVES</b> PDL ISLAND SUPPLY	