

CAYMAN ISLANDS DEPARTMENT OF TOURISM

ADVANCED SANITATION CHECKLIST | COVID 19 | HOTELS

THE CHECKLIST MANDATED 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

PROPERTY:

DATE:

INSPECTOR(S):

CHECKLIST		YES	NO	N/A	COMMENTS
SECTION ONE - PREPARATION & TRAINING					
1	Have all employee's completed COVID19 training provided by the property?				
2	Is random testing for COVID-19 conducted for employees?				
3	Does the property have a procedure in place to manage positive COVID19 cases on property? Please provide.				
4	Does the property have an assigned on call doctor in the event of a positive COVID19 case on property?				
5	Are vendors/contractors and all delivery drivers wearing appropriate PPE with access to restricted areas?				
SECTION TWO – ARRIVAL					
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 sanitizer 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

1	Does the property have hand sanitizing dispenser(s) at each elevator landing?				
2	Does the property have signage to confirm the maximum number of occupants per elevator? <i>(Should indicate; One family or a couple per elevator)</i>				
3	Are public space employees (cleaning public restrooms and lobby areas) wearing appropriate PPE?				
4	Are the main access doors/elevator buttons and high level doors sanitized on an increased frequency basis?				

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

1	Are high touch points sanitized every hour?				
2	Are automatic hand dryers or single use disposable hand towels available in the public restroom?				
3	Are soap dispensers available in the public restrooms?				
4	Are paper towel dispensers available at exit doors of restrooms?				

SECTION FIVE – HOUSEKEEPING

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

SECTION SIX – FITNESS CENTRE & CHANGING FACILITIES

1	Does the fitness center have sanitizing wipes and spray clearly available for use?				
2	Is the fitness center sanitized on an increased frequency?				
3	Are all terry towels available, provided by employees only? <i>(single use, individually wrapped towels are acceptable)</i>				
4	Are lockers within lockers rooms/fitness changing facilities allocated to provide social distancing guidelines?				

SECTION SEVEN – POOL AND BEACH (WHERE APPLICABLE)				
1	Is there a visible hand sanitizer present upon arrival to the beach and pool facilities?			
2	Is furniture arranged to allow social distancing?			
3	Are loungers and tables sanitized after every guest use?			
4	Are employees wearing the appropriate PPE?			

SECTION EIGHT – FOOD AND BEVERAGE – APPLICABLE FOR ROOM SERVICE (GENERAL)				
1	All food items to be served appropriately sanitized/washed?			
2	Menus to be one time use/placed in or behind glass for ease of sanitizing? <i>(mark yes if menus are available on in room/unit televisions)</i>			
3	Are all room service employees wearing the appropriate PPE?			

SECTION NINE – FOOD AND BEVERAGE – APPLICABLE FOR CULINARY AND STEWARDING				
1	Are all stewarding and culinary employees wearing the appropriate PPE?			
2	All stewarding and culinary employee have to wash their hands regularly or when switching tasks?			
3	Is each kitchen workstation redesigned in compliance with social distancing guidelines?			
4	Is each kitchen workstation sanitized on a increased frequency basis?			
5	Is there a sneeze guard in front of every front of house chef's station?			
6	Silverware, glasses and plates to be sanitized, stored and covered when not in use?			

***SECTION TEN – FOOD AND BEVERAGE APPLICABLE FOR RESTAURANT(s) (*duplicate as required)**

1	Are tables positioned with the appropriate social distancing considering maximum occupancy recommendations? (40 people per 1,000 sq. ft. - indoor dining or one table per 100 sq. ft. - outdoor dining)				
2	Are there physical barriers installed for permanently fixed seating (booth's)?				
3	Are procedures in place to minimize and manage lines (queue's) whilst waiting for tables?				
4	Are all employees working in the restaurant wearing appropriate PPE?				
5	Is there a process in place for cleaning and sanitizing of tables and chairs after every use?				
6	Are sanitizing stations available and visible in restaurant areas?				
7	Do cashier/hosting/collection stations have sneeze guards in place?				
8	Are one time use menus in place and disposed after every guest? (mark yes if electronic)				
9	Are Credit card payments accepted as the only form of payment, no cash payments are accepted? (cash handling is limited where possible)				

***SECTION ELEVEN – FOOD AND BEVERAGE – APPLICABLE FOR BAR(s) (*duplicate as required)**

1	Does the bar seating maintain the appropriate physical distance?				
2	Is there physical separation of all well and bar back areas from guests?				
3	Are one time use menus in place and disposed after every guest? (mark yes if electronic)				
4	Are sanitizer bottles permanently displayed in the bar?				
5	Are bar counter tops cleaned and sanitized after every guest?				
6	Are all bar employees wearing the appropriate PPE?				
7	Are Credit card payments accepted as the only form of payment, no cash payments are accepted? (cash handling is limited where possible)				

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