

## **Washoe County Health District Operating Checklist for Public Accommodations**

To reduce the spread of COVID-19 and comply with the Governor's orders and guidelines provided by the Centers for Disease Control and Prevention (CDC), the permit holder shall ensure that all items on this checklist are implemented within a public accommodation facility:

### **Physical Facility**

- Social distance cues are in place to maintain social distancing of 6 feet between people.
- High-touch surfaces are removed or reduced where possible.
- Frequently clean and disinfect the floors, walls, and equipment.
- Follow an increased cleaning schedule for restrooms, customer areas, and employee areas.

### **Facility Operation**

- Review the Biohazard Response Plan to ensure it is up to date.
- Ensure a Biohazard Event Log system is in place to document possible cases of COVID-19 for both employees and guests.
- Screen employees for illness daily using the Employee Screening Questionnaire.
- Screen all guests for fever and symptoms upon entry into the facility.
- Train all employees on Employee Illness Policy, as well as, signs/symptoms of COVID-19.
- Verify that all employees are trained and have personal protective equipment (PPE) such as cloth face coverings, gloves, etcetera.
- Document all trainings provided to staff.
- Hand sinks and restrooms are stocked and operational.
- Portable handwashing stations are provided in areas where permanent facilities are not available.
- Ensure that the disinfectants used are listed as being effective for Coronavirus and are on [EPA List N](#). Ensure that the products are not past their use-by date and are mixed at the proper concentrations and used following the label directions.
- Ensure housekeeping staff is trained on the increased sanitation and PPE requirements needed to maintain the facility.
- If a response team will be handling the cleaning of rooms which have been occupied by known or suspected cases of COVID-19, ensure training is up-to-date and that proper PPE is available.
- Frequently clean and disinfect high touch surfaces (e.g., doorknobs, touch screens, counters, etc.).
- Recommend increased handwashing for employees.
- Provide hand sanitizer for customers and employees, if possible.
- Post informational signs (e.g., social distance, wear a cloth face covering, hand hygiene, respiratory etiquette, etc.).
- Create a system where staff can confidentially report persons exhibiting COVID-19 symptoms within the facility.

