



## **Covid-19 Protocol/Policy**

### **Single Island Shores**

#### **Corporate & Site Safety Officers**

John Alexander- Safety Leader	607-426-3426
Derrick Alexander- Safety Coordinator	607-742-7495
Ashley Lynch- Property Manager	607-425-5635

#### **Company Statement**

The outbreak of Coronavirus (Covid-19) continues to impact everyone around the globe. Single Island Shores top priority and responsibility is to maintain the safety of our guests and staff. We are continuously monitoring updates from the Center for Disease Control (CDC) on the Covid-19 virus and are following guidance from Federal, State and Local Authorities.

#### **Preventing the Spread**

We are committed to the following protocol to help prevent the spread of Covid-19 Virus

- Stay home if they are sick
- Practice social distancing of at least 6'
- A face mask or a cloth covering will be worn at all times while on site
- Even when wearing a face mask or cloth covering, the duration of time spent closer than 6' must be kept to a minimum.
- Cover their nose and mouth when coughing or sneezing
- Refrain from touching their face with their hands
- Wash and sanitize their hands often
- Clean all "high touch" surfaces everyday multiple times
- Monitor themselves for symptoms of Covid-19 (Fever, Cough, Shortness of Breath, Chills, Headache, Sore Throat, Loss of Taste/Smell)

## **Sanitation Commitment**

- Use cleaning products that are approved for use and effective against viruses, bacteria and other airborne and blood-borne pathogens
- Keep in constant contact with our vendors, distribution and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.
- Guest Cottages- It is encouraged that housekeeping pay particular attention to high-touch items including television remote controls, toilet seats and handles, door and furniture handles, water faucet handles, nightstands, telephones, in-room control panels, light switches, temperature control panels, alarm clocks, luggage racks and flooring.
- Laundry- All bed linen and laundry should be changed and continued to be washed at a high temperature and in accordance with CDC guidelines. Dirty linen should be bagged in the guest room to eliminate excess contact while being transported to the laundry facility.
- The frequency of air filter replacement and HVAC system cleaning should be increased where fresh air exchange can be maximized.

Single Island Shores takes our responsibility as a host very seriously. We maintain 100% commitment to exceeding the highest level of cleanliness and disinfectant standards possible. Our employees and staff have all participated in extensive training on these standards and procedures.