



# FLU PREVENTION

## A CHECKLIST FOR HOTELS, MOTELS AND B&B'S

### H1N1 PREVENTION: CHECKLIST FOR LODGING MANAGERS

#### EMPLOYEE HEALTH

- Sick leave policy
- Procedure for reporting flu-like illness
- Cross-training

#### FACILITY PREVENTION

- Tissues
- Trash receptacles
- Handwashing stations
- Alcohol-based hand sanitizer
- Signage

#### GUEST HEALTH

- Cancellation policy
- Services for ill isolated in room
- Facemasks available on request

#### GUEST ROOMS

- Tissues
- Trash receptacle
- Alcohol-based hand sanitizer
- Signage
- Informational pieces from the Health Department
- Letter to guests
- What to do when you think you have the flu
- Community health care map

#### CLEANING

- Post guidance
- Fact sheets to employees
- Brief employees
- Disposable gloves
- Cleaning log
- Quality check

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#### FREQUENT HAND CONTACT SURFACES

- Lobby area**  
Light switches, door knobs, elevator buttons, handrails, telephones, television remote controls, furniture, vending machines, ice machines.
- Guest rooms**  
Light switches, door knobs, drawer handles, toilets, television remote controls, sinks, telephones, iron, ironing board, hair dryer, coffee pot, ice bucket, alarm clock and furniture.
- Food service area**  
Door handles, handrails, tables, chairs, booths, menus, bill folders, highchairs, booster seats, bar area surfaces, restrooms, trash receptacles, dispenser or equipment handles, service trays, office equipment, microphone, cash register, ice scoops, refrigerator and freezer handles, telephone, light switches, thermostats, employee lockers and cleaning supplies.
- Dining area**  
Door handles, handrails, tables, chairs, booths, menus, bill folders, highchairs, booster seats, bar area.
- Other facility areas**  
Exercise equipment, computer hardware, lounge furniture and poolside furniture.