

The most important thing lodging establishments can do to help decrease the spread of COVID-19 is adhering to social distancing and disinfecting guidelines. Along with this guidance, lodging establishments must adhere to the State of Missouri laws and DHSS rules and regulations regarding lodging establishments.

### Social Distancing & Work Practices

- Maintain six (6') feet or more between employee work areas, unless separated by a wall or partition.
- Post internal signage that can be used to alert or remind employees about guidance and expectations.
- Regulate how many people are at self-serve stations, such as coffee dispensers and buffets, at a time.
- Provide personal protective equipment, such as masks, to employees to wear while working.
- Have proper spacing of gym equipment and pool chairs/loungers of at least six (6') feet of distance.

### Cleanliness

- Pre-screen employees before their shift.
- Routinely clean and disinfect public areas and restrooms daily or more, if possible. Increase cleaning of high-touched surfaces such as faucets, toilets, doorknobs, and light switches.
- Offer plenty of hand sanitizer in various locations and encourage usage.
- Use single use utensils and cups for food service, when possible.
- Ensure proper cleaning of gym equipment between individuals.
- Ensure proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools and spas. Please follow the State of Missouri laws and Department of Health and Senior Services rules and regulations regarding lodging establishments for proper operation, maintenance, and disinfection of swimming pools and spas.
- Avoid shaking dirty linens, and wash hands and/or change gloves after cleaning each room.
- Launder items according with the manufacturer's instructions and the warmest water setting possible.

## COVID-19 EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to be allowed to work, the following questions should be asked of an employee prior to their entry into the facilities. If the employee answers that they exhibit symptoms or are at risk of exposure due to travel or proximity to an infected person, they should be denied entry. For your protection it is suggested that you retain this form, should an employee begin to show symptoms.

### SYMPTOM & RISK CHECKLIST

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have or have you had a fever of over 100.4 in the last 72 hours?         |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a cough that is not normal for you?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing shortness of breath or difficulty breathing?               |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing body aches or chills?                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a sore throat?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing a loss of smell?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you traveled outside of Central Missouri in the last two weeks?            |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been exposed to someone diagnosed with COVID-19 in the last two weeks? |

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EMPLOYEE NAME AND DATE

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EMPLOYEE SIGNATURE

Entry will be denied to any individual who refuses to complete the questionnaire in its entirety, any individual who is positive for any three (3) screening questions, and/or with new onset of the following symptoms: 1) Fever  $\geq$  100.4 in past 72 hours. 2) Persistent cough, that is not normal for you. 3) Shortness of breath.