



COVID-19 Safety & Protocol Suggestions

April 2020

HOW YOU CAN HELP LIMIT THE SPREAD OF COVID-19

COVID-19 is thought to spread mainly from person-to-person and studies indicate that people may be infected without symptoms, and likely play a role in the spread of the virus. When shelter in place practices are not an option, this information can help prevent the spread of COVID-19 and keep employees and the public safe.

Use of Masks:

- Before putting on a mask, be sure to thoroughly clean hands with soap and water or an alcohol-based hand sanitizer.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while wearing it; if you do, clean your hands thoroughly with soap and water or an alcohol-based hand sanitizer.
- When removing the mask, remove it from behind your ears and place in a plastic bag to take home with you, clean your hands thoroughly with soap and water or an alcohol-based hand sanitizer. Once you are home, place directly into a washing machine. The mask can be added to other laundry and the normal wash cycle on a washing machine is sufficient to clean it.
- Download the CDC's Guidelines on the [use of cloth face coverings](#).

MASKS ARE ONLY EFFECTIVE WHEN USED IN COMBINATION WITH FREQUENT HAND-CLEANING WITH SOAP AND WATER OR AN ALCOHOL-BASED HAND RUB.

Operational Protocol Suggestions:

- Increase overall hygiene and cleanliness of the property, following the latest guidelines from the [CDC](#) and [WHO](#).
- Only offer full housekeeping for checkouts and only one employee should be assigned to clean a room.
- Do not share supplies, including phones, keyboards and other equipment.
- Follow property social distancing protocols and maintain a six-foot distance between individuals.

Be sure to communicate these efforts to the public and anyone entering your property. CHLA has required and sample signage available on our [website](#).

This is an information service of CHLA. It does not purport to serve as legal or other professional advice, and the counsel of competent professionals should always be sought.

PREVENTION STEPS

- Clean your hands often
- Avoid close contact
- Cover your mouth and nose with a cloth face cover when around others
- Cover coughs and sneezes
- Clean and disinfect
- The best way to prevent illness is to avoid being exposed to this virus.

Find complete, detailed information from the [Centers for Disease Control and Prevention \(CDC\)](#) website.

THE 6-20-100 RULE

6 feet is the amount of space people should keep from others to maintain social distancing.

20 seconds is the amount of time people should take to wash their hands with soap and water.

And 100 degrees is the temperature that someone should stay home with.

CHLA + CABBI Members:

Questions or concerns?

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