



HOTEL REOPENING GUIDANCE: WELCOMING BACK EMPLOYEES

May 2020

REOPENING GUIDANCE FOR EMPLOYEES RETURNING TO WORK

As California starts to ease restrictions and allow hotels to reopen to guests, lodging properties may be welcoming back furloughed or laid off employees, or inviting staff members who have been working remotely to return to onsite work. Welcoming back these employees will include the need to put their health, safety, and well-being first.

Following CDC guidelines, properties should consider the following changes as they invite employees to return to onsite work:

- Create a [Return to Work Policy](#) and determine which employees are essential to return first and who should maintain remote work status.
- Provide employees with a [Return to Work Offer Letter](#) and ensure employees have met the requirements (perhaps with a [Requirements Acknowledgement](#)) on the [Return to Work Checklist](#) prior to their first day back.
- Consider adjusted hours and shifts to allow for proper social distancing, such as staggered shift start times.
- Provide all employees with masks and other personal protective equipment (PPE), when necessary and/or required by local or state regulations. Be sure employees are educated on how to properly use and dispose of PPE.
- Properties should conduct training for employees returning to work, including updated sanitation guidelines and best practices, workplace safety measures, and updates on any new policies and protocols in place.
- Symptom awareness and/or checks and temperatures should be checked at the start of their shift. If temperature checks are performed, any employee with a temperature greater than 100.4 degrees Fahrenheit should be asked to return home. Another consideration is to encourage employees to check their temperature at home prior to their shift. If you are recording temperatures, make sure the daily temperature log is secured at all times to maintain confidentiality.
- Any employee not feeling well should be instructed to stay home until cleared by a doctor to return. Staff should be made aware of a COVID-19 screening process, symptoms, and how confirmed cases will be handled.
- Limit in-person meetings whenever possible. Suppliers, delivery drivers, and other third-party individuals who visit the property should be reminded of social distancing requirements.

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.

CLEAN + SAFE GUIDANCE FOR REOPENING

Make sure your employee expectations of a clean and safe work environment are met, if not exceeded. You'll need to prepare for different scenarios for a return to work that include those caring for others, children at home, and perhaps even an apprehension to return to the workplace.

CHLA's [Clean + Safe Guidance for the Hotel Industry](#) (also available in Spanish) provides ideas and concepts for hotels to provide assurance for employees and guests as they plan to reopen.

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 [Center for Disease Control](#) website.

CHLA + CABBI Members:

Questions or concerns?

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