



Guidance for Non-Congregate Sheltering in Hotels or Motels

As of April 9, 2020

Preparation

- Users of this guidance should **coordinate with their stakeholders, community partners and Local Public Health and Emergency Management teams** to determine the appropriate steps for preparing for suspected or confirmed COVID-19 occupants who do not require hospitalization but need housing during the period that they are infectious.
- **The planning process will need to include procedures for:**
 - Screening and testing symptomatic individuals
 - Ensuring care in accordance with a healthcare provider's recommendations
 - Maintaining isolation and infection control procedures
 - Determining next steps once individuals are no longer infectious

General Tips to Minimize Disease Spread

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Thorough cleaning improves disinfection.
- **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Increase Routine Cleaning and Disinfection Practices:

- Always wear disposable gloves to clean and disinfect.
- Clean and disinfect frequently touched objects and surfaces like (but not limited to) bathrooms fixtures, countertops, doorknobs, light switches, remote controls, computer keyboards, handrails, elevator buttons, electronics, phones and toys.

- Follow the label directions for safe and effective use of [EPA-approved disinfectants](#) against COVID-19.
- Place waste baskets in visible areas and empty regularly while wearing gloves.
- Eating utensils and dishes belonging to the ill person do not need to be cleaned separately but should be handled with gloves and washed and sanitized in a dishwasher.
- Wash hands frequently with soap and water immediately after handling any item that an ill or potentially ill person might have handled.
- [Click here](#) for more information from the CDC about cleaning and disinfecting community facilities.

Use Personal Protective Equipment (PPE):

Wear disposable gloves (mandatory) and gowns (if available) for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Gloves should be removed and trashed after cleaning each room or area occupied by ill persons. New gloves should be worn for the next cleaning task.
- Wash hands with soap and water immediately after removing gloves.
- Immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to supervising staff.
- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 70%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Clean hands often using soap and water for 20 seconds and avoid touching eyes, nose or mouth with unwashed hands.

Physical Distancing:

- Avoid gathering and limit contact if 6 feet of physical distance cannot be maintained.
- Set standards to maintain physical distance in general areas (e.g., lobbies, restrooms) and while waiting in line.
- Meal consumption should occur in guest rooms, not in a common space.

Hand Hygiene:

- Proper hand hygiene is the most important way to prevent the spread of germs.
- Adequate supplies for good hand hygiene, including clean and functional hand washing stations, soap, paper towels, trash receptacles and alcohol-based sanitizer should be available.
- Post signage in kitchens, bathrooms and common areas, make tissues available with trash cans and hand hygiene options nearby.
- Have hand sanitizer (70%-95% alcohol) available near points of entry.
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 70% to 95% alcohol, covering all surfaces of the hands and rubbing them together until dry.
- Avoid touching eyes, nose, and mouth.

Additional key times hand hygiene should be practiced:

- After blowing one's nose, coughing or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g., a child or someone who is ill)

Cough Etiquette:

- Cough into the inner part of your elbow or cover your mouth and nose with a tissue when you cough or sneeze.
- Immediately dispose of used tissues and wash hands with soap and water for 20 seconds or use hand sanitizer in the absence of a facility to properly clean hands.
- Post signage in kitchens, bathrooms and common areas, make tissues available with trash cans and hand hygiene options nearby.

Monitor Health of Staff

- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Closely monitor employee health and have symptomatic employees stay home per company illness policy.

Transporting Persons Suspected or Confirmed to Have COVID-19

Vehicle Safety: Someone who is ill with coronavirus could potentially cough or sneeze inside a vehicle and leave droplets on objects and surfaces. If someone touches these surfaces and touches their eyes, nose or mouth, that person is likely to be infected. Viruses can spread by sharing airspace with an infected person or by touching surfaces that an infected person may have coughed or sneezed on. Drivers should know the [symptoms](#) of COVID-19. Symptomatic drivers should not transport passengers.

Before Transport:

- Keep products to clean and disinfect surfaces inside vehicle. Before transporting any passengers clean and disinfect non-porous surfaces using disposable disinfecting wipes or an [EPA-registered household disinfectant](#) that will not damage the vehicle interiors.
- Be selective in your choice of cleaner. Avoid ammonia-based cleaners on car touch screens, as these damage the anti-glare, anti-fingerprint coating.
- Bleach and hydrogen peroxide may likely damage the upholstery. Soap and water can be used on fabrics or cracking leather interiors, but be careful not to soak the fabrics, which could lead to a mold growth.
- Use disposable latex gloves (preferably) or rubber gloves. Wipe handles (interior and exterior), dashboard, wheel, buttons, gears, seatbelts, air vents, car seats/booster seats, seat pockets, cup holders and any other non-porous surfaces prior to transport.

During Transport:

- If someone is exhibiting symptoms or has had a positive COVID-19 result, they should wear a facemask (such as a surgical facemask) to minimize droplets from contaminating vehicle and potentially exposing others.
- In the absence of surgical facemask or [alternate mask](#), passengers should cough and sneeze in their elbow and use hand sanitizer before touching car surfaces.
- Passengers should sit in the back seat to maintain distance from driver.
- Driver should be prepared with tissues and hand sanitizer for self and passenger, and EPA-approved cleaning products or wipes on hand.

Post Transport:

- Plan to clean and disinfect your car after every trip. Follow guidance for cleaning and disinfecting vehicle outlined in the “before transport” section.

Cleaning and Disinfecting Rooms with COVID-19 Exposure

Cleaning Occupied Room with Known COVID-19 Exposure:

- There is a risk to the cleaning staff by simply entering the room of someone with COVID-19. If staff must enter the room of the ill person to clean, they must have a surgical facemask or [alternate mask](#), gown, and gloves.
- If physically able, guests with COVID-19 should be supplied cleaning materials to clean soiled areas of their room when needed.
- If guests with COVID-19 are physically unable to clean the room due to illness (and no staff are available or PPE is in short supply), cleaning does not have to be performed daily.
- If a guest with COVID-19 shares a bathroom, the ill person should clean and disinfect after each use.

Cleaning Vacated Room with Known COVID-19 Exposure:

- Rooms vacated by persons with COVID-19 should be cleaned **and** disinfected.
- It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- If possible, wait 7-8 hours before beginning cleaning and disinfection.
- If possible, open outside doors and windows, or run HVAC system to increase air circulation in the area.
- Staff assigned to clean room should use disposable gloves and gown.
- If surfaces are dirty, clean them by using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with 70%-95% alcohol, and most common [EPA-registered household disinfectants](#) should be effective.
- Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time).

Cleaning and Disinfecting Surfaces Post Viral Exposure

For Hard (Non-Porous) Surfaces:

- [Diluted household bleach solutions](#) can be used if appropriate for the surface.
- Follow manufacturer's instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date.
- **Never mix household bleach with ammonia or any other cleanser.**
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- **Prepare a bleach solution by mixing:**
5 tablespoons (1/3rd cup) bleach per gallon of water; or
4 teaspoons bleach per quart of water.

For Soft (Porous) Surfaces Like Carpets, Rugs and Drapes:

- Remove visible dirt if present and clean with cleaners approved for use on these surfaces.
- Wash items in **accordance with the manufacturer's instructions** using the warmest temperature for the items and then dry items completely.
- As of April 10, 2020, only one of the [EPA products approved for use against the SARS-CoV-2 \(coronavirus\) that causes COVID-19](#) is approved for disinfection of porous surfaces (hydrogen peroxide). However, **heat or steam can be used to sanitize porous surfaces**. The surfaces should be heated to 70 °C (145° F) for 5 minutes or at 100°C (212 ° F) for 1 min. Hot water extraction or steam cleaning are common tools used to achieve these temperatures for non-launderable items.
- **See additional CDC guidance for preventing disease spread in [non-healthcare settings](#).**

Cleaning Linens, Clothing, and Other Laundered Items of Confirmed COVID-19 Exposure

- Staff should wear gloves and gowns and avoid holding contaminated linens near their body. Wash hands immediately after handling.
- Do not shake dirty laundry because shaking increases the possibility of dispersing the virus through the air.
- Per CDC's guidance, dirty laundry that has been in contact with an ill person can be washed with other people's items.

- Wash items following the manufacturer’s instructions.
- If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect hampers, transporting carts, machine knobs and buttons, folding tables.
- Consider disinfecting the rim of the machine and the door to avoid potential re-contamination of laundry upon removal.

Isolating Persons with Known or Suspected COVID-19:

It may not be possible to distinguish guests with COVID-19 from guests with other respiratory viruses who have not been tested. Those exhibiting symptoms should be isolated as much as possible.

- Individuals exhibiting symptoms should be given a surgical facemask or [alternate mask](#) and immediately isolated.
- Symptomatic individuals should be screened for typical COVID-19 symptoms by a health care professional and tested for COVID-19 as soon as possible.
- The CDC recommends those with known or suspected COVID-19 to be placed in a single-person room with the door closed and use a private bathroom.
- Hotels/motels should consider how to assign families in rooms if someone in the family is symptomatic.
- Meals should be brought to persons with symptoms to prevent virus spread.
- Staff that deliver meals to persons in isolation should wash hands before and after meal drop off and limit contact with food as much as possible (e.g., wear gloves, pack all contents of meal in one paper bag).
- See also: The CDC’s Recommended precautions for household members, intimate partners, and caregivers in a [nonhealthcare setting](#).

Ending Isolation

- The CDC offers [guidance](#) on ending isolation at home for persons with COVID-19. This guidance may need to be adapted to respond to the rapidly changing local circumstances.
- Work with Local Public Health and Emergency Management to establish a strategy for isolation discontinuation.

You can get this document in other languages, large print, braille or a format you prefer. Contact the Public Health Division at 971-673-0977. We accept all relay calls or you can dial 711