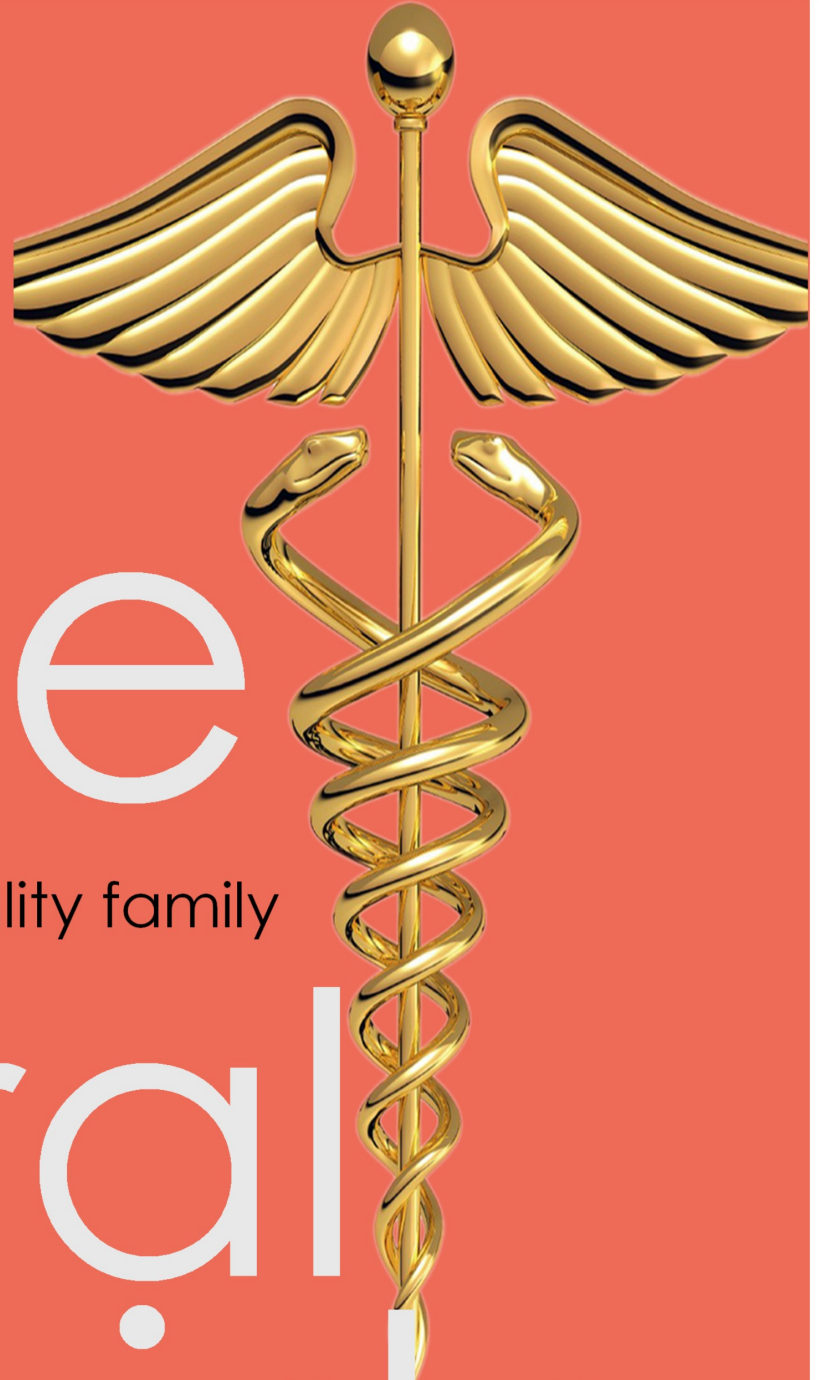


the

MMI Hospitality family

viral  
guide



This Guide is intended to assist MMI Hospitality managed hotels with recommended best practices when dealing with Viral Infections. The information provided is obtained from publicly available sources, but this information may vary and be updated depending upon current situations. MMI Hospitality encourages its Hotels to monitor publicly available information and consult with its own advisors.

Any checklists, templates or other recommendations are intended to be examples and recommendations. Team Members are defined as an employee of the owner or the management company employed by the owner.

This Guide does not take into consideration any other rules or practices applicable to a location. Franchisees should understand and follow any laws, rules or regulations applicable to the hotel.

# Respiratory Viral Infections (Influenza, Coronavirus (Covid-19), MERS-Cov, SARS, Swine Flu (H1N1))

Infectious Disease Fact Sheet

## Summary

Respiratory viruses, once they have infected the host, will multiply in either the upper or lower respiratory tract, leading to classic flu like symptoms. These viruses are zoonotic (have the ability to genetically mutate and cross the species barrier from animals to humans) which explains their ability to generate new or novel viruses that can lead to epidemics and pandemics. While Influenza has a variety of Vaccines to provide protection, Coronaviruses such as MERS-Cov and SARS-Cov do not, leading to difficulties for vulnerable groups such as the elderly, very young and immunocompromised where infection can be fatal. The route to infection is from inhalation of aerosols containing infective viral particles as well as from fomite contact (objects that can carry virus particles) and touching face/mouth/eyes.

## Additional Resources:

Visit the sites below for the latest information

- [Centers for Disease Control & Prevention \(CDC\)](https://www.cdc.gov)
- [World Health Organization \(WHO\)](https://www.who.int)
- [American Hotel & Lodging Association](https://www.americanhotel.org)
- [Pandemic Flu- English](#)


## Symptoms

Symptoms of many respiratory viruses are often similar to those of seasonal flu and have a wide incubation period depending on the person infected, this can range from 2 days to 2 weeks.

Symptoms can include; fever greater than 38°C/100°F, coughing, shortness of breath, sore throat, body aches, headache, chills and fatigue. For more severe cases, this may further develop into severe acute respiratory syndrome and pneumonia.

Development of respiratory infections can be within 2 days of infection and last up to 2 weeks.

## Mode of Transmission

- Mainly spread via aerosols (airborne) when a person sneezes or coughs.
  - Enters the body by being inhaled from people sneezing or coughing in close proximity.
  - Person to person spread by direct contact with an infected person e.g. caring for someone ill, close family members etc. as well as being in prolonged close proximity (6ft) to a symptomatic individual.
  - Through contaminated surfaces being touched and then touching your nose/mouth/eyes.
-  Under the right conditions, some viruses can survive days or even weeks on hard surfaces if not disinfected thoroughly.

## General Precautions

How can you help protect yourself?

There are everyday actions that can help prevent the spread of infection that cause respiratory illnesses. Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the waste bin after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze for at least 20 seconds. 60% - 90% isopropyl alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Virus particles spread this way.
- Try to avoid close contact with sick people.
- Face masks should only be worn by those who have symptoms. Face masks do not generally protect you from respiratory viruses.

What steps can your hotel take to help limit exposure to respiratory viruses?

- Educate your Team. Get your Team Members together to discuss hotel procedures and precautions. Make sure they get the most updated information and are taking the necessary precautions to protect themselves and your guests.

- Clean thoroughly and regularly. Appendix 1 offers guidelines for cleaning and sanitation.
- According to research, some viruses can live up to 72 hours on hard surfaces. Encourage your hotel teams to spend extra time sanitising hand contact surfaces such as, tables, doorknobs, desks, railings, elevator buttons, remote controls, telephones, keyboards, mice and light switches.
- Keep tissues and alcohol-based hand sanitisers in convenient locations for guest and Team Member use, such as the front desk, breakfast area and Team Member break areas.
- Team Members with any flu-like symptoms should not report to work, in order to limit contact with others and spreading the virus.

### **Vaccination**

Some respiratory viral infections currently do not have a vaccine e.g. Covid-19, MERS-Cov, SARS-Cov. Where a vaccine is available, e.g. for Influenza, it is recommended that people in high-risk groups are vaccinated.

For general information about vaccinations, contact your Doctor.

### **Team Members Showing Symptoms at Work?**

Educate every Team Member in your Hotel about respiratory viruses and their symptoms. Make sure your Team Members know who to notify in hotel management and to notify management immediately if they feel they may have symptoms.

Below are the recommended steps to take if a Team Member shows symptoms of respiratory viruses:

- As with any other personal illnesses, relieve the Team Member of their duties at the Hotel. If possible find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation. Encourage the Team Member to call their Doctor, the local health department or other health care professional immediately. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Prepare to execute the Hotels site crisis procedures should further Team Members or guests show signs of illness
- Share the tips below with the Team Member.

Tips for Team Members with Flu like symptoms:

- Do not go to work.
- Avoid travel and crowded areas.
- Take precautionary measures in case you do have a respiratory virus. Get extra rest and drink plenty of water.
- If you experience muscle pain, cough and a fever greater than 38°C/100°F, call your Doctor. Do not visit the healthcare facility until you have consulted with your doctor via the telephone. Follow your Doctor's recommendations about treatment.
- If you are quarantined (told to remain in your house and to avoid contact with the outside world) by your Doctor or the local authorities, call or email your Department Manager/General Manager and let them know. Make every effort to comply with all home quarantine requirements. Inform all people you've been in contact with during the previous three days about your condition via phone, email or text so they can understand their risk of exposure.

### **Team Member Illness**

Follow your hotel's established policies and procedures with respect to Team Members who appear or identify themselves as being ill. Recommended procedures are as follows:

- Exclude Team Members from work if they feel unwell and present with flu symptoms. Some health authorities may not swab to make positive diagnosis of individual viruses.
- Allow Team Members to return to work when symptoms have subsided and/or have presented a medical note confirming fitness to work.

- When informed of symptomatic Team Members, or those confirmed positive for Influenza/Coronavirus, disinfection of back of house areas including staff changing contact surfaces should commence using an approved anti-viral cleaning solution.

### **Vulnerable Team Members**

It is recommended that you advise any Team Members to seek medical advice from their Doctor if they are concerned about existing illnesses

### **Guest Reports Symptoms of Influenza/Coronavirus**

Below are the recommended procedures if a guest reports symptoms:

- Inform senior management in the Hotel and your ownership of the situation.
- Try to separate the guest from other Hotel guests as much as possible.
- Encourage the guest to contact their Doctor immediately or contact a local medical centre for advice in accordance with your procedures.
- Follow the advice you receive from your local health department, including the department's recommendations for dealing with the potentially infected guest.
- Do not transport the guest to any other location unless directed to by a medical advisor/Doctor.
- If an infected guest checks out, decontaminate the room following the general procedures detailed in Appendix 1. All Hotels should follow directives issued by the local health department with respect to decontamination procedures.
- If the guest leaves the property, but other guests remain in the same guest's hotel room, encourage these guests to contact their own Doctor immediately for advice. Do not allow any Hotel Team Members to enter the room until it has been decontaminated by the trained Housekeeping staff or Local Authority.
- Document the details of each action taken for follow-up.
- It is recommended that you contact your legal advisors if considering the eviction of any guest
- Coordinate with MMI in accordance with Brand Standards, including your hotel brand contact to assist in preparing any necessary public statements.

### **Decontamination of an Infected Guest Room**

The following precautions should be considered regarding cleaning, laundry and waste disposal:

- While wearing disposable vinyl gloves, throw away tissues and other disposable items used by the guest in the waste bin. After removing the gloves, wash your hands with hot soapy water and thoroughly dry.
- Keep surfaces (especially bedside tables and surfaces in the bathroom) clean by wiping them down with an approved anti-viral disinfectant according to directions on the product label.
- Linen, eating utensils, and dishes belonging to those who are ill do not need to be cleaned separately, but importantly these items should not be used again without disinfecting thoroughly first.
- Wash linen on a hot wash and tumble dry on a hot setting. Avoid "hugging" laundry prior to washing it to prevent contaminating yourself. After wearing disposable vinyl gloves, clean your hands with soap and water and apply alcohol-based hand gel right after handling dirty laundry.
- Once the room is fully cleaned and decontaminated, disinfect any cleaning equipment used.

It is recommended that guest rooms should **not** be cleaned if the guest is still in the room and symptomatic. If the guest insists on fresh linen, you may provide them for the guest to use themselves.

### **General Cleaning Advice**

The chemical of choice should be an approved anti-viral cleaning solution. Please contact your local approved chemical supplier representative to ask for advice on obtaining this product as local laws differ on chemical types to be used.

Cleaning is important and the following hand contact surfaces should be included:

- Door/cubicle handles;
- Bathroom surfaces;
- Toilet, bidet and all bath/tap handles;
- Reception desks and handrails; and
- Telephones, computer equipment including keyboards and mice.
- Elevator buttons;
- TV remote controls, minibar and safe doors

For public area disinfection, it is recommended that this should be undertaken twice a day and can be achieved using current public area Team Members. For public toilet cleaning, the standard chemical is to be replaced with the anti-viral cleaning solution and clean as normal as part of the standard procedures.

Please note anti-viral cleaning solution is not to be used in the kitchens for food surface disinfection. Please continue to use your nominated food grade sanitizer and follow all required and recommended procedures relating to food service..

### **Alcohol Hand Gel**

Alcohol gel (60%-90% Isopropyl alcohol) is reported to be effective against respiratory viruses.

Hotels should have a wall-mounted dispenser by back of house areas, staff change areas and by all hand wash basins. Alternatively pump dosing bottles may be used.

If your Hotel has a positive case of Influenza/Coronavirus either from a guest or Team Member, or has been advised by the local health authorities that there is a local outbreak, then you should place the alcohol dispensers in the following locations as a minimum precaution:

- Front reception & executive lounge desks (concierge if located away from reception)
- Male, female and disabled public & staff toilets
- Entry to all F&B outlets (Restaurant, Coffee Lounges, Bars, Franchise outlets within the Hotel)
- Entrance to function room corridor/large function suite
- Entry to Health Club
- Hotel shuttle buses, e.g. airport/city center transfers

Above each, place a laminated sign with wording for guests such as the following:

***Alcohol Hand Gel***  
***Please Sanitise your Hands Here***

### **Room Service Delivery**

As the guest should not be permitted to use any hotel F&B outlets, you may consider offering an in-room dining service. In these cases you may want to omit certain charges, such as a tray charge.

On delivering the food, the guest should sign the ticket as normal, do not provide a receipt wallet and leave the pen in the room.

The room service attendant should disinfect their hands with alcohol gel on leaving the room but not in front of the guest.

Room service trays should be cleaned with anti-viral cleaning solution on collection from the room, portable tables sprayed. Linen covers for room service trays should not be used. Provide condiment sachets instead of reusable containers.

### **Other Considerations**

Let your guests know that you are being kept informed and being proactive about respiratory viruses.

Follow all instructions from your brand and your management and/or ownership teams with respect to cancellation policies.

Discretion is encouraged in order to ensure that guests feel supported in their travel decisions.

### **Reporting**

- Contact local healthcare facility to provide transportation of person to medical facility
- Follow Hotel Brand standards
- Contact Hotel Management Group 601-936-3666

## Respiratory Viral Infection Cleaning Plan

### Room Decontamination Procedure

Below is the recommended procedure for decontamination of a room which has been occupied by infected guests or Team Members (after check-out) as the room should not be entered while the guest is still in the hotel.

#### PPE to be worn:

- Disposable apron
  - Disposable gloves
1. Strip bed, place all linen and pillow cases in soluble linen bags and seal the bags.
  2. Remove shower curtain (if material) and bath mat, place in soluble linen bags and seal for laundering.
  3. Discard all disposable items e.g. menus, toiletries, toilet roll etc, seal in bin bags
  4. Use the Ozone Machine in the bedroom for one cycle, if available
  5. All crockery and glassware should be rewashed with anti-viral sanitizer before being removed and put through the commercial dishwasher.
  6. Decontaminate all hard surfaces i.e. chairs and table tops, window frames, dressing tables, bedside tables, wardrobes, telephones, remote controls, door handles, light switches, in room safe, kettle, iron and headboards (if applicable) with anti-viral sanitiser.
  7. Ensure the minibar is cleaned i.e. remove items and clean with anti-viral sanitiser.
  8. Decontaminate all areas within the bathroom such as the air vents, inside surface of taps, shower heads, handles, towel rails, waste bins and around the cistern of the toilet using a disposable cloth and Anti-viral sanitiser.
  9. Mop the bathroom with a mop and bucket (preferably colour coded).
  10. The bathroom should then be cleaned as for normal changeover
  11. All cloths, gloves and aprons should be placed in yellow clinical waste bags after use in each room, sealed and disposed of.
  12. Open the windows to allow fresh air to enter
  13. Once the room has been aired for **24** hours the room can be made up for a normal changeover.

Use **Cleaning Schedule – Room Decontamination** for each affected room.

## Cleaning Schedule – Room Decontamination

Area Cleaned	Complete	Name	Signed
Bed stripped – place all linen in soluble linen bags			
Launder duvet and pillows			
Remove shower curtain (if material) place in soluble linen bag			
Discard disposable items e.g. menu cards, toilet roll, toiletries – seal in yellow bin bag			
Use Ozone machine on room for one cycle (If available)			
All crockery and glassware washed with anti-viral sanitizer and sent to the dishwasher			
Remove all items from minibar, clean inside and clean items			
Decontaminate hard surfaces and contact surfaces in bedroom with anti-viral sanitiser.			
Decontaminate hard surfaces and contact surfaces in bathroom with anti-viral sanitiser.			
Mop bathroom floor with mop & bucket			
Clean the rest of the bathroom as 'normal'			
All cloths, gloves and aprons – place in yellow clinical waste bag and dispose			
Open windows to allow 'fresh air' into the room			

Time room clean finished \_\_\_\_\_

This room will be ready for use: (Add 24 hours)

Date \_\_\_\_\_ Time \_\_\_\_\_



## **Cleaning Procedure for Hotel**

Below are the recommended cleaning procedures for the hotel.

All **hand contact** surfaces in Front of House and Back of House should be cleaned every 2-4 hours.

1. Door handles and door plates
2. Stair banisters
3. Reception desks and pens
4. Public computers and public telephones
5. Electrical and light switches
6. Toilet flushers, taps, door handles and door plates, hand dryers, toilet paper holders and toilets brush handles.

List all the areas in the hotel that will need cleaning e.g. reception, staff changing rooms, back of house corridors. You should ensure these areas are cleaned every 2-4 hours. The **Cleaning schedule – All Contact Surfaces** may be used to record this.

## **Toilet Cleaning Procedure**

All public and staff toilets should be cleaned every hour using the normal procedure plus anti-viral sanitiser should be used on all hand contact surfaces. The **Cleaning Schedule – Toilets** may be used to record the hourly cleaning of toilets.

## **Guest Illness**

The forms on page 12 are recommended ways to record all new guest cases of respiratory illness.

## **Guest Welfare**

These forms on page 13 are recommended ways to document checks on the wellbeing of guests.

## **Viral Chemical and Equipment Checklist**

The checklist on page 14 is a recommended way to check on your inventory of stock every quarter.

## Cleaning Schedule – All Contact Surfaces

This form may be used to list all areas in the hotel that have contact surfaces, copy sheet and may be used every two hours to record cleaning of areas (Front and Back of House)

Area	Time Cleaned	Name (Print)	Sign

## Cleaning Schedule – Toilets

This schedule may be used to record hourly cleaning of all  
Public & Staff toilets in the hotel (use one schedule per toilet)

\_\_\_\_\_

Toilet \_\_\_\_\_

Time cleaned	Print Name	Sign
12am		
1am		
2am		
3am		
4am		
5am		
6am		
7am		
8am		
9am		
10am		
11am		
12pm		
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		
7pm		
8pm		
9pm		
10pm		
11pm		

## Guest Illness Summary Sheet

This sheet may be used as a summary to record guest illness during an outbreak

Name	Room No.	Onset date/time	Symptoms	Comments

## Guest Welfare checklist

(This list may be completed daily during an Outbreak)

Name \_\_\_\_\_

Date \_\_\_\_\_

Action required	Comments
Use <b>Guest illness Summary Sheet</b> to record all guest illness and details	
Issue letters to guests to inform/update them of the situation if an outbreak at the hotel.	
Politely encourage guests staying in-house that are exhibiting symptoms to remain in their room until they are symptom free to prevent cross contamination	
All requests from ill guests should be made via the phone. Have guests been provided with contact names/numbers?	
Any requests from ill guests e.g. room service/linen should be left outside the guests door for them	
Ensure clean towels and linen are provided for ill guests via housekeeping/cleaning team	
Ensure drinking water and food is provided for ill guests	
Contact family members of guests if required	
Liaise with medical services if required	
Make arrangements for longer stay for guests if required	

## Viral Chemical and Equipment Checklist

(Quantity required to be established by Hotel)

Date \_\_\_\_\_

Item	Quantity required	Quantity in Stock	Comments
Clinical waste bags			
Soluble Linen Bags			
Disposable mop buckets (Or details of where to buy from)			
Disposable mops			
Disposable cloths			
Antibacterial Hand Gel dispensers			
Antiviral spray bottles			
Body Fluid Spill Kits			
Antiviral Hand Gel			
Antiviral Sanitiser			
Disposable gloves			
Disposable aprons			
Steam Cleaner (Or details of where to hire from)			