

Accommodation Providers COVID Safety Checklist

Based on the guidelines for Safe Business Operations in Vanuatu



Prevent the spread of COVID-19 inside your accommodation facility, undertake the following actions to qualify for COVID Clean, Caring & Checked Certification

TICK Or N/A	Business Primary Safety Officer, Training & Documentation & Preparedness. Has the business done the following?
	A nominated Primary Safety Officer has been empowered to enforce COVID safety in the workplace.
	Primary Safety Officer has attended Safe Business Operations training at Vanuatu Institute of Technology or through Vanuatu Skills Partnership.
	All other staff currently working (not on annual/ maternity/ unpaid leave) have attended Safe Business Operations training (internal or external training)
	All staff training is recorded in a basic staff training plan (dates of training, who attended, when it was done, how future staff will be trained).
	The business has a Workplace COVID-19 Safety Plan.
	The Primary Safety officer can name official health update channels (Health Promotions Vanuatu, www.covid19.gov.vu , 119).
	Primary Safety Officer can explain & show the Workplace COVID-19 Safety Plan that documents how different Alert Levels will impact business operations in Vanuatu Outbreak Alert System
	The business has a stock of disposable or fabric face masks (M.O.H. approved designs) on hand for staff ready for Alert level change.
Workplace COVID-19 Safety Plan: Personal Hygiene Procedures & Measures Business is doing or has done the following	
	Displaying handwashing posters in washrooms and at entrance sinks (required).
	Has installed a handwashing station at the business's entrance (required).
	Has hand sanitiser at the entrance to the business, reception, and other common areas (optional).
	Workplace COVID-19 Safety Plan &/or S.O.Ps detail when to wash hands, including the following ways:

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	before starting work, handling food or drinks, putting on gloves after changing tasks, handling rubbish, smoking, handling cash, before, removing gloves.
	Has placed soap (required) and hand sanitiser (optional) in all guest rooms.
	Has Implemented a <i>Stay at Home</i> policy and guidelines for staff who are unwell or showing flu-like symptoms.
	Workplace COVID-19 Safety Plan includes procedures to minimise human contact and the measures are implemented or prepared for. Business is or has:
	Put in place measures to ensure customers keep a 1-metre distance from staff (plexiglass screens, and/or floor markings). If measures are not in place, they are already on hand and ready to be used if alert level changes.
	Placed sign(s) at entry points of the business, instructing clients not to enter if they are showing flu-like symptoms or are unwell. Is this information also provided in any booking confirmation emails or phone calls on websites (if applicable)?
	Placed floor signs to mark out 1 metre in places where customers queue.
	Removed waiting areas or spaced seating 1 metre apart.
	Has made sure tables and seating in any public areas (dining, lounge or other) are spaced 1 metre apart.
	Encouraged outside dining where possible, or applicable.
	Entrance points & exits points are separate (if possible); one way in/ one way out marked with signage.
	Has put in place signage and/or used other means to advise alternate service methods (if possible/applicable) to limit queuing and minimise the number of customers. Such measures might include contactless check-in, out, phone order room service, payment by electronic bank transfer.
	Trained staff to encourage guests/customers to pay with the correct amount. If possible only one person is to take cash and in foodservice settings, this person does not handle food. Cash handlers wear gloves and or sanitise their hands after each transaction.
	Has a system ready to go for keeping all customer/guest contact details. *Must be done in a COVID safe way: by guests, using own pen or sanitise pens between users.
	Instructing delivery drivers to deliver goods in ways that minimise contact with staff.
	Ensuring that shared staff facilities also practise physical distancing and safe practices e.g. staff canteens -are kept clean and tidy, physical distancing is in place.
	COVID Safety Plan includes Enhanced Cleaning and Equipment Hygiene Measures. Have the following procedures been documented?
	Daily cleaning & disinfecting procedures of all high touch surfaces in customer service areas before opening for customer service.
	Detailed room cleaning guidelines with the specified amount of time for airing/ventilating each room between customers. Cleaning guidelines should include HVAC maintenance & cleaning.

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	Procedures for how & when (at specific times in the day) shared bathrooms will be disinfected.
	Procedures for sanitising menus (plastic not paper), tables and chairs between customers. Alternatively, the business uses blackboards or other means of displaying menus (Q.R. code menus)
	Staff purchasing rules/guidelines for which disinfectant products are used and how those products meet the requirements for effectiveness against COVID-19, under Public Health guidelines as recommended by the Health Authorities.
	Procedures for sanitising sports equipment like masks or snorkels and guests are encouraged to bring their own.
	Procedures for laundry include how laundry is done in a covid safe way.
	Correct rubbish disposal procedures using disposable gloves, as directed by workplace guidelines
	COVID Safety Plan includes measures for reducing risks to staff and customers. Have the following measures or procedures been documented and implemented?
	All staff and direct service contractors are fully vaccinated.
	Provision of staff P.P.E. such as latex gloves for changing towels, bed linen and pillowcases. OR there are procedures for sanitising or washing hands after changing sheets & cleaning guest rooms.
	Communal toilets are in good working condition with running water for the hand basin, with soap (preferably liquid/pump) and disposable hand towels/dryers are provided. This may include single-use fabric towels.
	Paper magazines and brochures have been removed from rooms, or laminated and are sanitised between users.
	If kava is served, there is signage to warn against spitting and there is no sharing of kava shells.
	Communal equipment (like spoons or foods like sugar jars) has been removed from customer tables. Use individual sachets or use jars that are sanitised between users.
	Communal pens are disinfected, sanitised between users.
	COVID Workplace Safety Plan and or Standard Cleaning Procedures include a Checklist for Cleaning and disinfecting of high touch areas & shared equipment- areas below are included (if applicable)
	Door handles, fridge doors, televisions, clocks, radios, service counters, stalls, tables & front desks, Screens, Hand stair rails light and fan switches & lift control buttons, telephone
	In rooms equipment like bar fridges, hairdryers and scales (or remove)