



“CLEAN & SAFE” SEAL

LOCAL LODGING / Requirements

TRAINING FOR ALL EMPLOYEES



⇒ **All Employees have received specific information and/or training about:**

- The internal protocol relating to the COVID-19 coronavirus outbreak.
- How to take the basic precautions for prevention and control of infection with regard to the COVID-19 coronavirus outbreak, including these procedures:
 - **Handwashing:** wash hands frequently with soap and water for at least 20 seconds or use a hand sanitiser that is at least 70° proof alcohol, covering all surfaces of the hands and then rubbing them until they are dry.
 - **Respiratory etiquette:** cough or sneeze into your bent elbow or use a paper handkerchief, which should then immediately be thrown away in the trash; always wash your hands after coughing or sneezing and after blowing your nose; avoid touching your eyes, nose and mouth with your hands.
 - **Social behaviour:** alter the frequency and manner of contact between employees and between them and the clients, whenever possible avoiding close contact, handshakes, kissing, shared workstations, face-to-face meetings and sharing of food, utensils, glasses and towels.
- ⇒ How to comply with daily self-monitoring to assess fever (measure body temperature and record the result and the time of measurement), check for coughing or difficulty in breathing.
- ⇒ How to comply with the instructions from the General Directorate for Health for cleaning of surfaces and treatment of clothing in establishments.

INFORMATION FOR ALL CUSTOMERS

- ⇒ **The following information is available to all customers:**
- How to comply with the basic precautions for prevention and control of infection with regard to the COVID-19 coronavirus outbreak.



- The internal protocol that relates to the COVID-19 coronavirus outbreak.

THIS OPERATION ENSURES

- That the emergency contact is always available for one employee who is responsible for actioning the procedures in case of suspected infection (to accompany the person with symptoms to the isolation area, in the case of establishments with accommodation, and to provide the contact for the national health service).
- Decontamination of the isolation area whenever there is a positive case of infection and reinforcement of cleaning and disinfection whenever there are people with suspected infection, particularly on frequently handled surfaces or those often used by those people, as per the DGS recommendations.
- Storage of waste produced by those suspected of infection in plastic bags, which once closed and sealed are to be segregated and sent to a licensed operator in hospital waste and biological hazard management.



THIS ESTABLISHMENT ENSURES

- Washing and disinfection, in accordance with internal protocol, of the surfaces in common areas inside the establishment where employees and customers circulate, where applicable, ensuring control and prevention of infections and any resistance to the microbial sanitisers.
- Cleaning, several times a day, of any surfaces and objects in common use in shared areas (where they exist), including counter tops, light switches and elevator buttons, door handles, cupboard door handles.
 - Preference will be given to wet cleaning rather than dry cleaning and the use of a vacuum cleaner.
- Air in the rooms and closed spaces is renewed regularly.
- Disinfection of the pool (where there is one) is carried out as defined in the internal protocol.
- Disinfection of the jacuzzi (where there is one) is carried out regularly with all water being drained out followed by washing and disinfection; it is subsequently filled with clean water, which is sanitised with a suitable amount of chlorine, as per the internal protocol.
- In the food and beverage areas, sanitisation of utensils, equipment and surfaces is reinforced and direct handling of food by customers and employees is avoided as much as possible.



THIS ESTABLISHMENT POSSESSES

- A sufficient amount of personal protective equipment for all employees.
- Personal protective equipment available for customers (to the maximum capacity of the establishment).
- A stock of disposable cleaning materials in proportion to its size, including for example single use towelettes soaked in disinfectant, sanitising products based on bleach or 70° proof alcohol.
- Dispensers with alcohol-based antiseptic solution or alcohol-based solution, per unit in the case of apartments and houses or in the common areas and shared bathrooms in the case of hotels/hostels.
- A waste container with non-manual opening and plastic liner bag.
- A location in which to isolate any suspected or confirmed cases that are detected, which should preferably have natural ventilation or a mechanical ventilation system, with smooth and washable surfaces, a bathroom, a stock of cleaning materials, surgical masks and disposable gloves, a thermometer, a separate waste container, waste bags, sacks for collection of used clothing and a kit containing water and non-perishable food items.
- In the shared sanitary installations, hand washing equipment including liquid soap and paper towels.



THE CLEANING AND SANITISING PROTOCOL ENSURES

- That specific precautions have been defined for changing bed linen and cleaning of accommodation units that whenever possible, aim for two interventions spaced over time and with the use of suitable protection, as per the internal protocol.
- That removal of bed and bathroom linen is done without it being shaken, but rather by rolling it up from the outside in, without allowing contact with the body and transporting it directly to the washing machine.
- That employees' uniforms, where applicable, and bed and bath linen are washed in separate machines and at high temperature (around 60°C).



Requirements that the Accommodation undertakes to fully comply with in order to merit the “Clean & Safe” Seal.