

## **Covid -19 Emergency Plan**

### **Toby's Resort**

Toby's Resort will choose from among its existing employees, a Covid-19 team that will deal with any suspected cases of Covid-19 among staff or Hotel guest.

All Employees and Guest will be required to take a temperature check upon arrival.

**The hotel has assigned a quarantine room, which will be self contained fridge, coffee maker, cleaning supplies. Plans will be in place for contactless service. All laundry will be isolated and washed separately.**

An emergency kit is being assembled with N95 Mask and disposable glove and PPE gown.

If guest is suspected of having Covid-19, his/her room will be defog and sanitized (bedding, air condition, furniture) and taken out of commission for 4-7 days.

If staff is suspected, they will be sent to a doctor to be checked and it will be required for a Covid-19 test before returning to work depending on diagnosis.

If a guest is suspected, the guest will be quarantined and the MOH will be notified as per protocol see below:

### **Hotel will follow guide lines set by the MOHas they develop and change.**

The MOH has recommended that the following steps be taken if someone has to be quarantined:

- Guest(s) must be confined to room at all times.
- No staff should enter the room.
- Mask(s) should be given to guest(s) and be worn by guest(s) when making any contact with staff.
- A table should be set up at the entrance of room or outside door. This is to facilitate the transfer of food or other items. Limit any accidental contact with guest(s).
- Disposables should be used at all times or assigned items (specifically assigned crockery, glasses and silverware) when serving food. When clearing all staff should wear gloves and dispose of them immediately after.
- Cleaning supplies should be given to guests (mops, rags, chemicals) no housekeeping service should be provided.
- All dirty linen should be placed in a separate labeled bag.
- Room should be as isolated as possible (no shared balconies et cetera).

VI. Immediately advise designated COVID-19 Coordinator.

VII. COVID-19 Coordinator should immediately advise Ministry of Health and Wellness Public Relations & Communications Unit at 888-ONE-LOVE (888-663-5683).

### **Cleaning Activities**

- Require all cleaners to wear appropriate PPE while conducting their cleaning duties.
- Provide specific guidance on PPE for workers to wear for the following activities:
  - Cleaning: Face Mask, face shield, disposable apron
  - Disinfecting: Face Mask, face shield
  - Sanitizing: Face Mask
  - Wash all laundry and reusable items in water at 60 °C or above.
  - Wash all food service items (plates, cutlery, cups, glassware, serving trays etc.) in water at 80°C or above.
  - Sanitize all public touch points on a rotating basis throughout the operating hours with each surface being cleaned at a minimum every two hours. This includes door handles, railings, desks, flat surfaces, elevator buttons, etc.

## **Social Distancing Toby's Resort**

Social Distancing will be enforced among Staff and Guest 6ft apart.

Pool furniture will be reduced to ensure Social Distancing.

Restaurant seating capacity and configuration will be reduced to ensure min 6ft apart.

Lobby furniture will be arranged to ensure 6ft apart between guest and a maximum of guest in lobby will be enforced.

Signage will be installed to encourage social distancing and required temp control in lobby, restaurant and pool area.

Room assignment will also be used to minimize room cluster.

Rooms will not be reassigned for 4 days after checkout.

**Minimize personal contact and avoid hugging and shaking hands.**

**Wash hands frequently with soap for at least twenty (20) seconds.**

**Avoid touching face – nose, eyes, mouth.**

**Cover mouth and nose with a tissue when coughing or sneezing and then discard tissue after use.**