

**HOTEL**  
*Eleganté*  
★★★★  
**CONFERENCE & EVENT CENTER**

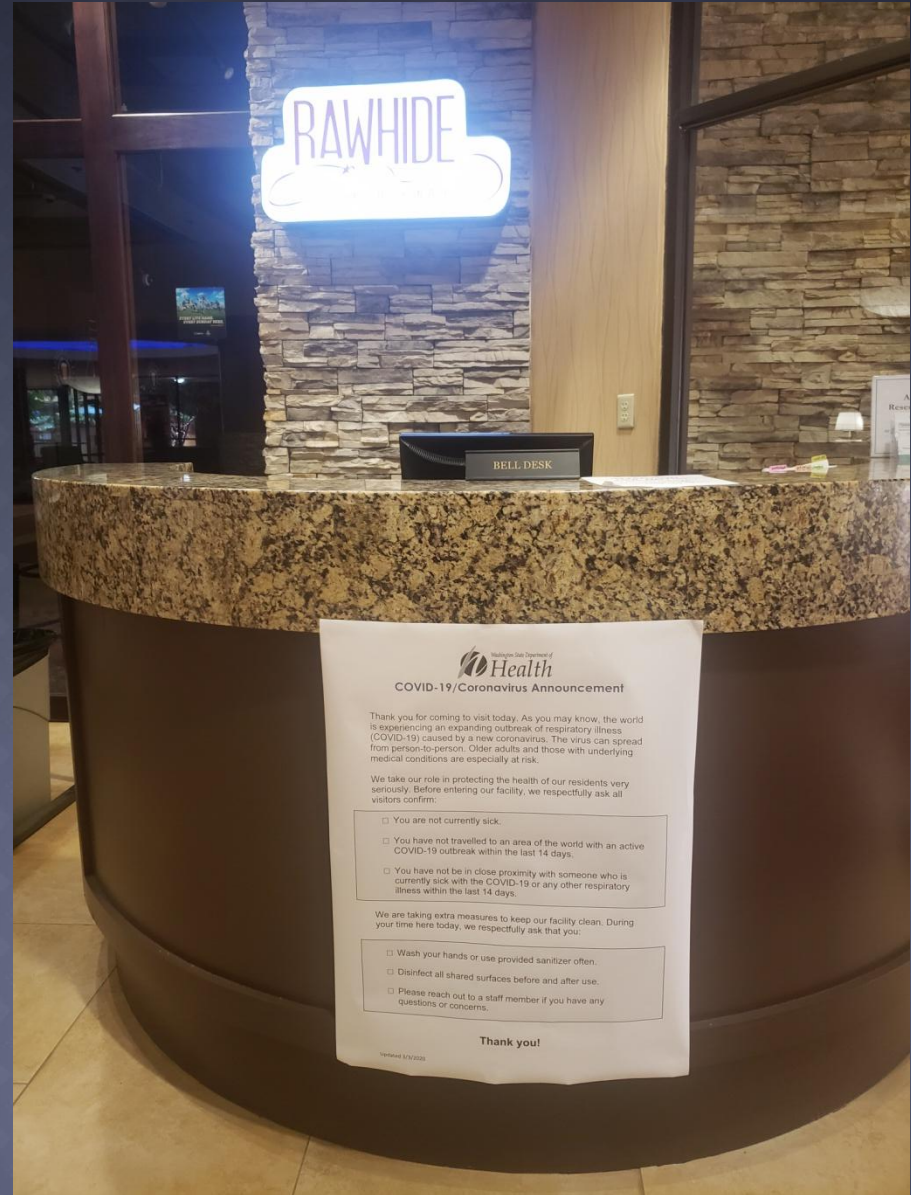
*Friendliness and  
Cleanliness!*

How is Hotel Eleganté operating  
during COVID-19?

# 1.

Covid-19 poster at the Main Entrance asking guests if they had any symptoms to please not enter.

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Bell Stand

# 2.

Poster indicating that we are providing a safe environment by wearing mask, washing hands, regularly sanitizing all surfaces on a consistent basis.



Lobby Entrance

# 3.

Floor Markers placed 6' apart at all outlets.



Lobby Line



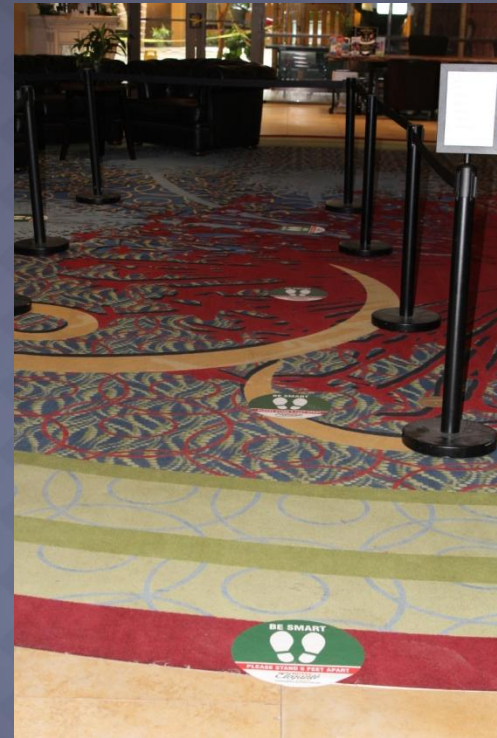
Sweet Tooth Line



Rawhide Line

4.

Stanchions directing traffic flow as well as floor sticker 6 feet apart for social distancing at the Front Desk/Lobby.



Lobby

# 5.

Limit Elevator capacity to two (2) guests per lift, and floor stickers marking 6' distance.



Elevators



6.

Poster at the front desk requesting our guest to wear masks at check in. We have masks available for anyone who does not have one (guests/employees).



Front Desk

# 7.

Sanitizing stations set up at the front desk, all food outlets and the lobby for guests/employees to use.



Lobby



8.

Plexi-Glass Sneeze Guards at the front desk and in food and beverage at customer contact areas.



Front Desk



Sweet Tooth

# 9.

Designated Sanitation Monitors for each department. These are associates that ensure all sanitation is done as required/expected and recorded as well as double check for compliance in their department



Back of the House



Front Desk

### Employee Area Sanitation Policies & Procedures

Temp Monitor: You will be working in the back of the house in the employee lounge/time clock area. You are responsible for using a non-contact thermometer to take the temperatures of all employees as they enter the building for their shifts, asking a series of basic health questions and logging this data on the attached page that has the temperature log. This position will also be responsible for doing basic sanitation in the area of time clock, door handles, knobs, high touch areas in the cafeteria etc. Listed below are items that need to be frequently sanitized. Once you have completed the task please time stamp a slot below, and initial. We will no longer be using the sanitizer buckets, or pink towels. We will instead be using spray bottles filled with sanitizer solution and cleaning everything with paper towels, one time use only. We appreciate all of your help and cooperation in the matter.

Time	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM
Chairs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tables	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drink Machine	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Silver wear Stand	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hot Box	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Coffee Machine	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Simple Syrups	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TV Remote	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Food Table	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bathroom doors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sink Handles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stall Door Handles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Smart Snacks Machine	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Time Clock	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Loading Dock Doors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dry Storage/ Purchasing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Employee Entrance Door	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Freight Elevator Buttons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
All Door Handles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Light Switches	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The hand rail down to the basement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

# 10.

Temperature/Symptom Monitor located at the Time Clock who checks each employee's temperature upon arrival for their shift and asks if they've been experiencing symptoms or have been around anyone who has been exposed. Hand sanitizer and mask are also available at the Time Clock.



Temperature/Symptom Monitor



### Governor Issues Order Requiring Hotel Employees to Wear Masks at Work

Yesterday, Governor Polis issued an Executive Order requiring that workers in critical businesses as defined in Public Health Order 20-24 - hotels are included - where workers interact in close proximity with other employees or with the public to:

1. Wear medical or non-medical cloth face coverings that cover the nose and mouth while working, except where doing so would inhibit that individual's health; and
2. To the extent possible, wear gloves when in contact with customers or goods if gloves are provided to workers by their employer.

The order is in effect as of today, Monday, April 20th and will remain in effect until May 17th, unless extended.

# 11.

Tracking and monitoring of employee temperatures, identifying trends and high averages, investigating any concerns with individuals trending toward symptoms.

Business: Hotel Elegante Employee Health Screening Form  
Person completing form: L. Mayo Date: 5/5/20

Screen each employee for these symptoms before they start their shift and after they complete each shift. Circle an answer (y=yes, n=no) for each symptom for each employee. If an employee reports any of the symptoms:

- Send employee home immediately
- Increase cleaning in your facility and promote social distancing (staff at least 6 feet apart from one another)
- Exclude employee until they are fever-free (without medication) for 72 hours and 7 days have passed since their first symptom
- If multiple employees have these symptoms, contact your local health department

Employee Name	Before starting shift					After completing shift					Notes Describe other symptoms
	Fever	Temp --if taken	Cough	Shortness of breath	Other symptoms	Fever	Temp --if taken	Cough	Shortness of breath	Other symptoms	
Kevin V.	Y(N)	97.9	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Heath W	Y(N)	98.1	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Ron L	Y(N)	94.5	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Randy E	Y(N)	97.9	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Rick D	Y(N)	93.0	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Blake H	Y(N)	97.0	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Jake E	Y(N)	97.7	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Bruno	Y(N)	95.5	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Adan	Y(N)	98.1	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Lind	Y(N)	98.8	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Tyler	Y(N)	97.9	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Victor	Y(N)	97.7	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Silbert	Y(N)	96.1	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	

## Temperature Logs

Business: Hotel Elegante Employee Health Screening Form  
Person completing form: W. V. Melina Date: 5/15/20

Screen each employee for these symptoms before they start their shift and after they complete each shift. Circle an answer (y=yes, n=no) for each symptom for each employee. If an employee reports any of the symptoms:

- Send employee home immediately
- Increase cleaning in your facility and promote social distancing (staff at least 6 feet apart from one another)
- Exclude employee until they are fever-free (without medication) for 72 hours and 7 days have passed since their first symptom
- If multiple employees have these symptoms, contact your local health department

Employee Name	Before starting shift					After completing shift					Notes Describe other symptoms
	Fever	Temp --if taken	Cough	Shortness of breath	Other symptoms	Fever	Temp --if taken	Cough	Shortness of breath	Other symptoms	
Ron	Y(N)	97.5	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Randy	Y(N)	97.5	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Kelly	Y(N)	95.2	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Hayley	Y(N)	98.1	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Blake	Y(N)	93.1	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Jake	Y(N)	96.6	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Tyler	Y(N)	95.7	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Victor	Y(N)	97.7	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Silbert	Y(N)	97.7	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Bruno	Y(N)	98.1	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Adan 97.9	Y(N)	92.7	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Dwain	Y(N)	92.5	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	
Sam	Y(N)	97.3	Y(N)	Y(N)	Y(N)	Y(N)		Y(N)	Y(N)	Y(N)	

# 13.

Face Coverings are required to be worn by all employees present facility (working or not). Managers enforce this expectation, and have been able to address any non-compliance with success.



Masks

# 14.

Re-arranged the Employee Lounge to meet social distancing requirements. These parameters are enforced by Management and Sanitation Monitors.



Employee Lounge

# 15.

Provide free plated meals to all Employees instead of offering self-served buffet options as we have prior to the outbreak of Covid-19.



Kitchen