Property Name
Date of Assessment
Assessment Carried out by

	Gadlas	Date of Next Review:	
	1/7/20	Notes:	
by	Rhian Parry (property owner)		

during COVID 19 pandemic (Host and guest) COVID19 and further spread the infection to local community Page 20 • Owner and property maintenance team Owner and guests See • Guest to guest do • Deri Ar • Cli wi • Guest to guest in Deri Owner • Cli wi • Guest to guest in Deri Owner • Ar Page 20 • Cli Wi • Guest to guest in Deri Owner • See Wi • Cli Wi • Guest to guest in Deri Owner • Owner Owner • See Wi • Cli Wi • Cli Wi • Cli Wi • Cli Wi • Owner Owner • See Wi • Cli Wi • Owner Owner • Owner<	er and property maintenance team Parties observe government guidelines on social distancing and use appropriate PPE when required. er and guest: Self check-in approach is used. Doors will be left unlocked with sanitized keys left on the inside of door. For late arrivals doors locked and key to be left outside in a safe place arranged with guest. An initial visit to welcome guests will be to the outside of the property observing social distancing guidelines Cleaning & disinfecting undertaken between guests, in line with current legislation and industry guidelines	Minimise contact between the two parties. Provide a pre-arrival/ departure pack for guests explaining procedures.
Pil an or • La pr • Ar be po • No of	Guests asked to strip bedding and leave ALL used linen in biodegradable bags in the cottage at the end of the stay. Pillowcases, pillow protectors, duvet covers, and fitted sheet and undersheet to be stripped, leaving mattress protector on the bed unless soiled. Laminated notice on wall inside cottage with departure protocols. Any issues needing a maintenance visit during the holiday to be arranged when guests are out of the property where possible (unless an emergency) Normal welcome pack information emailed to guest ahead of stay Useful information is laminated and left in the cottage to minimise any needs for visits during guests' stay at the	Use self-check in approaches and phone the guests after guest arrival to ensure customer satisfaction and to answer all queries

property during products are I Guests to leave timer to be the cleaning team Guest to guest Guests to dep Chrisal hand so sink in cottage guests. Hand sanitized frame outside Guest to guest in I Guests are resoneighbours in	art by 9am and not arrive until after 8pm oap including Pruex bacteria to be left at every e(6). Pruex mister on timer left in cottage for r dispenser by children's climbing/playing
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Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	Cleaning and protocol practises undertaken with staff on 10/7/20 at cottage	Inform staff of the need to check their health status and keep me informed.
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	 Guest check-out and check-in procedures amended to allow more time for cleans Ensuring cleaning team has knowledge, clear understanding, and skills of every task undertaken All cleaning team members are given the correct protective clothing and training on how to use correctly, and instructions on handwashing, protective clothing disposal and their well being Cleaning standards checked periodically by owner with a detailed tick list for every changeover signed and filed in the office. 	Create a cleaning checklist that all cleaning staff must fill in every changeover Cleaning standards checked periodically by owner

Incorrect / ineffective cleaning materials used /	Not cleaning or sanitising the property correctly	Researched and bought new products as advised by government standards.	Put a cleaning requirement document together, clearly stating what should be
Cleaning regimes not		PAT tests in place already	sanitised within the property for example
recorded			Touch points, door handles, banisters, surfaces, bathrooms What should be disinfected, floors,
			bathroom walls
			Ensure all cleaning materials are clean and fit for purpose

Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak	Procedure emailed to customers prior to arrival Laminated sign what to do if you suspect you as a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required	Place a what to do if you suspect you as a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required Video call/ call the guests to clearly understand the situation and if the guests need to extend their stay and for how long Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine Build a relationship with fellow property owners (buddy system) to see if arriving guests can be relocated into one of these properties if original booking cannot be fulfilled due to guest illness Deliver clean linen and linen bag for the guests to place used linen in (leave this in the property) Deliver, medicines, food supplies and extra cleaning materials to the outside of the property
Incorrectly laundered bedding	Bacteria not killed off properly	Two sets of bedding for every bed enabling washing at 40 degrees as not used straight away	Use cotton/ linen bedding and wash on a full 40 degree wash cycle (not a quick wash)

Changeover clean	Contaminated accommodation	All changeover cleans can only be
	/ spread of COVID 19	completed once the guests have left the
		property
		Cleaners to confirm verbally that they are fi
		for work
		All protective clothing is available to cleaner
		All cleaning / maintenance procedures are adhered to and documented accordingly
	Updated 15/7/20	
Notes on completion		