



REOPENING OF CARIBBEAN TOURISM & TRAVEL

**Safely Resuming Business Operations and
Restoring Caribbean Tourism in 2020 and Beyond**

Guidelines and Checklists



CARIBBEAN
HOTEL & TOURISM
ASSOCIATION



CARPHA-CTO-CHTA-OECS-GTRCMC COVID-19 Task Force

June 22, 2020

GUIDELINES & CHECKLISTS

For Food & Beverage Operations

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CARIBBEAN

PREFACE

These Guidelines and accompanying Checklists have been prepared by the Caribbean COVID-19 Tourism Task Force to support a consistent and harmonized strategy, as far as possible, in the phased approach to the recovery of Caribbean tourism and to minimizing health safety risks to visitors and residents in the operation of tourism businesses.

The members of the Task Force include: the Caribbean Public Health Agency (CARPHA), the Caribbean Tourism Organization, the Caribbean Hotel and Tourism Association, the Organization of Eastern Caribbean States, and the Global Tourism Resiliency and Crisis Management Center.

This document, therefore, establishes core guidelines and protocols aimed at protecting residents and visitors in the reopening and continued operation of tourism services, while simultaneously allowing tourism service providers to be effectively re-established.

The Guidelines are part of a series of documents which describes core protocols initially for four key tourism sub-sectors – Ground Transportation, Accommodations, Food and Beverage Operations and Sites and Attractions. These offer services at critical points on the continuum of the traveler's experience at the destination.

It is, therefore, of paramount importance that these services provide a heightened level of quality and health safety assurance to support business success in the new normal of a COVID-19 environment.

The guidelines are not meant to displace, but rather complement, those which are adopted by destinations and companies. They are intended to advance basic guidelines at a destination level, as well as core measures

at sectoral levels, collectively aimed at building resident and visitor confidence and enabling the Caribbean to remain a top destination for visitors.

This document incorporates guidelines and protocols issued by a range of destinations, industry enterprises and regional agencies and are further synced with global protocols including those of the World Health Organization (WHO), the World Tourism Organization (UNWTO), and World Travel and Tourism Council (WTTC). For businesses that apply the guidelines and protocols, the intention is to acknowledge their efforts through a Regional Recognition Program of the Caribbean Public Health Agency (CARPHA) and collaborating partners of the Task Force.

This document has been prepared based on evidence and information currently available on the "Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)", i.e. COVID-19. The Guidelines are, therefore, subject to re-evaluation and adjustments as information on COVID-19 evolves, as new and more efficient solutions become available and with the development of a treatment or widely accessible vaccine for COVID-19.

Implementation of relevant protocols are necessary by all tourism service providers across the region to ensure the successful recovery of Caribbean tourism. Caribbean destinations and tourism services providers are accordingly encouraged to adopt and implement the guidelines and protocols as appropriate.



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The CARPHA-CTO-CHTA-OECS-GTRCMC COVID-19 Task Force supplements CARICOM's efforts to extend core health safety protocols throughout the region aimed at minimizing the risk to residents and employees of contagion from COVID-19.

The COVID-19 Task Force is comprised of representatives from the Caribbean Public Health Agency (CARPHA); the Caribbean Tourism Organization (CTO); the Caribbean Hotel and Tourism Association (CHTA), Global Tourism Resilience and Crisis Management Centre (GTRCMC), and the Organization of Eastern Caribbean States (OECS) Commission, and was tasked to:

1. Inventory and Review existing COVID-19 Health Safety Standards and Identify Core Regional Standards and Sub-sector Standards for consideration as part of Regional Protocols;
2. Identify the Core Protocols required for the Regional Recognition Program of CARPHA and collaborating partners;
3. Develop Supporting Documents – inclusive of Checklists, and
4. Identify Training Needs and Develop a Staged Training Plan.

COVID-19 Task Force Organization Representatives



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We also wish to acknowledge and
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ACRONYMS

| | |
|----------|--|
| ATV | All-Terrain Vehicle |
| C | Celsius |
| CARICOM | Caribbean Community and Common Market |
| CARPHA | Caribbean Public Health Agency |
| CDC | Centers for Disease Control and Prevention |
| CHTA | Caribbean Hotel and Tourism Association |
| COVID-19 | Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) |
| CTHAS | Caribbean Travel Health Assurance Stamp |
| CTO | Caribbean Tourism Organization |
| EPA | Environmental Protection Agency (US) |
| EU | European Union |
| F | Fahrenheit |
| F&B | Food and Beverage |
| GTRCMC | Global Tourism Resilience and Crisis Management Centre |
| HVAC | Heating, Ventilation and Air Conditioning |
| IAAP | International Association of Amusement Parks and Attractions |
| IPC | Infection Prevention and Control |
| ISO | International Organization for Standards |
| MICE | Meetings, Incentives, Conferences and Events |
| NHTA | National Hotel & Tourism Association |
| OECS | Organization of Eastern Caribbean States |
| OSHA | Occupational Safety and Health Administration |
| PC | Personal Computer |
| PCR | Polymerase Chain Reaction |
| POS | Point-of-Sale |
| PPE | Personal Protective Equipment |
| PR | Public Relations |
| RAT | Rapid Antigen Test |
| RT-PCR | Reverse-Transcription - Polymerase Chain Reaction |
| SMS | Short Message Service |
| SOP | Standard Operating Procedure |
| THiS | Tourism Health (Information) System |
| TTBAA | Trinidad and Tobago Beverage, Alcohol Alliance |
| UITP | International Association of Public Transportation |
| USVI | United States Virgin Islands |
| UNWTO | World Tourism Organization |
| WHO | United Nations World Health Organization |
| WTTC | World Travel and Tourism Council |

CARIBBEAN TRAVEL HEALTH ASSURANCE STAMP (CTHAS)

CTHAS will be issued by CARPHA for accommodation facilities which are registered on THiS and meet CARPHA COVID-19 health and safety protocols. This regionally recognized stamp of approval will be the only such recognition worldwide to be issued by a health agency to acknowledge that health standards are met for tourism.

The stamp will add to assuring travelers that health safety is of priority in their stay at the recognized property while in the Caribbean. The intention is for CTHAS to be available to tourism service providers initially in the accommodation sector and later for other tourism sub-sectors.

CLEANING, SANITIZING AND DISINFECTING

Cleaning, sanitizing and disinfecting are considered three (3) levels of the cleaning process¹, i.e.

- 1. Cleaning:** To remove dirt, soils, debris and impurities from surfaces. This involves soaps and detergents and removes germs like bacteria or viruses but does not necessarily kill them. Hot or cold water may be applicable;
- 2. Sanitizing:** To reduce bacteria on a surface by at least 99%. This kills a high percentage of germs that are on surfaces and can be done by heat or chemicals. It may not eliminate all the presence of bacteria, viruses and mould and does not prevent growth; and
- 3. Disinfecting:** To kill a wider range and higher percentage (99.99%) of microorganisms (than sanitizers) on a surface. This is done with chemical and requires a certain amount of contact time. Items that will contact food or be used in the mouth must be thoroughly rinsed after disinfecting.

CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. Otherwise, washing hands for 20 seconds with running water and wearing face coverings along with other preventative measures such as physical distancing and using hand sanitizers are seen as most appropriate for daily activities.

HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP)

HACCP is an internationally recognized method of identifying and managing food safety related risk and, when central to an active food safety program, can provide customers, the public, and regulatory agencies assurance that a food safety program is well managed.

TOURISM SERVICE PROVIDERS

This term covers all individuals, businesses and entities in hospitality, travel and tourism that offer services to visitors in the destination. These include those in all of tourism's sub-sectors including Accommodation, Transportation, Food and Beverage; Entertainment and Recreation (including Sites and attractions); Meetings, Incentives, Conferences and Events (MICE); and Other Tourism Support and Related Services.

TOURISM HEALTH INFORMATION SYSTEM (THiS)

THiS is a real-time, web-based application developed by the Caribbean Public Health Agency (CARPHA) to monitor for illnesses and potential outbreaks in visitor accommodations (Hotels, Guest Houses etc.) and to facilitate a confidential early warning and rapid response. THiS is intended to strengthen regional and national health systems and to enhance the health safety of staff, residents and visitors and the quality, reputation and sustainability of Caribbean tourism.

Through THiS, facilities and countries can proactively monitor COVID-19 syndromic trends and illness of visitors. Self-monitoring can be done by guests themselves. Plans are underway to extend THiS to service providers in other tourism sub-sectors.

¹ Based on CARPHA Interim COVID-19 Health Guidelines for Hospitality: Hotels and Guesthouses. Healthier, Safer Tourism

USE OF GREEN/ENVIRONMENTALLY SAFE AND RECYCLED PRODUCTS

COVID-19 requires increased cleaning, sanitizing and disinfecting and the use of personal protective equipment (PPE) to ensure health safety - all of which can make use of safer products and tools to avoid harming staff, visitors and the pristine environment promoted by destinations across the Caribbean.

Use of eco-products that achieve the health safety requirements of COVID-19 and recognized through testing and certification by third party groups such as Green Seal, Ecologo and the EPA's Design for the Environment, is encouraged. Reducing the use of plastics, where possible, is also encouraged, e.g. digital mobile phone room entry instead of plastic room key cards.

WHAT IS COVID – 19?

COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019. It was first noted that it usually takes 2 to 14 days for someone to show signs of infection after having come into contact with someone with the disease. This 2019 virus is a new strain of coronavirus that has not been previously identified in humans.

HOW COVID-19 SPREADS

There are 2 main routes by which people can spread COVID-19:

- ✓ By the respiratory droplets of an infected person (who coughs or sneezes) to people who are within 2 meters/6 feet, i.e. it is spread person to person, and
- ✓ By touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions AND then touching their own mouth, nose, or eyes (e.g. touching door knobs or shaking hands then touching own face)

COVID-19 SYMPTOMS²

The most common symptoms of COVID-19 are:

- ✓ Fever
- ✓ Dry cough, and
- ✓ Tiredness

People of all ages who experience fever and/or cough associated with difficulty breathing/shortness of breath, chest pain/pressure, or loss of speech or movement should seek medical attention immediately.

Other less common symptoms that are usually mild and begin gradually include:

- ✓ aches and pains
- ✓ conjunctivitis
- ✓ loss of taste or smell
- ✓ nasal congestion
- ✓ sore throat
- ✓ rash on skin
- ✓ headache
- ✓ diarrhea
- ✓ discoloration of fingers or toes

- Some persons may show no symptoms (asymptomatic), but are positive
- According to WHO, most people (about 80%) recover from the disease without needing hospital treatment.

² <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses>

REOPENING OF CARIBBEAN TOURISM & TRAVEL

PRINCIPLES & KEY CRITERIA IN THE REOPENING OF TOURISM

Guidelines and Checklist



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CARPHA-CTO-CHTA-OECS-GTRCMC COVID-19 Task Force

June 22, 2020

As travel restrictions are lifted internationally in tourism generating countries and airlines resume flights to the region, CARPHA has issued Health Guidelines for the Hospitality Sector to support the health safety of residents and visitors as destinations across the Caribbean reopen for tourism.

These Guidelines are based on six (6) foundational principles needed in the restart and operation of tourism in 2020 and beyond. The recommendation is for these principles to permeate the COVID-19 measures and protocols of destinations and of tourism service providers.

CARPHA GUIDELINES

- ✓ Lift Travel Restrictions in accordance with WHO Criteria and CARICOM Common Protocol;
- ✓ Build Consumer Confidence by establishing Healthy Practices in the Destination;
- ✓ Reconfigure Hospitality Businesses to follow Social Distancing and other Health Safety Practices;
- ✓ Institute Proactive COVID-19 Traveler's Health Practices;
- ✓ Heighten Public Education and Communication including for Employees and Visitors; and
- ✓ Sustain Permanent Partnerships among State and Non-State Actors on the Value Chain.

SIX KEY CRITERIA³

These guidelines should be supported by the following six (6) criteria in each destination:

1. LOW LEVELS OF COVID-19 INCIDENCE

This is the main pre-requisite for resuming tourism activities in any destination.

It must be based on epidemiological evidence which shows that the spread of COVID-19 in that specific destination has significantly decreased and stabilized for a sustained period of time and is likely to remain stable with the increased tourist population.

2. HEALTH SYSTEM CAPACITY

The tourism sector must assess availability of and access to sufficient health care.

Sufficient health system capacity should be available for both residents and tourists so that, in the event of a sudden increase in cases, the health system is not overwhelmed. This is particularly important in areas that can expect higher rates of visitors due to the capacity of their tourism plant, i.e. large hotels and resorts, and the type and distance from healthcare infrastructure, e.g. homestay and vacation rental away from the regular thoroughfare.

If tourist areas have limited health care services and a considerable number of additional visitors can be expected, there arises a need for implementing additional response mechanisms, such as medical evacuation flights to, for example, medical facilities on neighbouring islands in the region.

³ Adapted based on EU/WHO, May 13, 2020: COVID-19: EU Guidance for the Progressive Resumption of Tourism Services and for Health Protocols in Hospitality Establishments: https://ec.europa.eu/info/sites/info/files/communication_tourismservices_healthprotocols.pdf

3. SURVEILLANCE & MONITORING CAPACITY

Systems must be in place to monitor and respond to changes in indicators of health service capacity.

Increased surveillance and monitoring capacity on a local level are required to prevent introduction of the virus through travelers as well as spread from local populations to tourists. To support capacity, destinations should make use of CARPHA's real-time Tourism Health Surveillance and Monitoring Systems (e.g. THiS) if no current system of monitoring travelers health is used by a destination.

THiS is a confidential, web-based application for real-time syndrome surveillance of populations in tourism accommodations. This application was designed to enhance national surveillance systems by monitoring illnesses in tourist accommodations to identify public health threats in real-time in order to promote rapid response and disease spread.

Destinations using THiS would be meeting a key criterion in Caribbean travelers' health assurance and would be identified in Caribbean Traveler's apps as a recognized destination.

4. TESTING CAPACITY

A pivotal criterion in the restart and continued operation of tourism activities is testing to detect cases, monitor the spread of the virus and to slow down or impede transmission.

Recognizing the practices to date that have undergirded the Caribbean's success in containing the spread of COVID-19, we recommend that a robust testing mechanism for visitors, returning residents and citizens be a part of a destination's border entry requirements at this stage in the pandemic.

If pretesting in the country of origin is either not possible or practical within 72 hours of travel, protocols should be established by the host destination which provide for testing upon arrival. In all cases, passengers should be formally notified in advance of travel of all entry requirements at the destination as well as with respect to any specific protocols that will be expected e.g. wearing of face coverings, corporal temperature screening, etc. Additionally, passengers should be clearly advised in advance of travel of all details related to isolation requirements should they test positive for COVID-19 on arrival or at any point during their stay. Passenger must agree in advance of travel to abide by the protocols and laws of the host destination.

Robust testing means the Reverse-Transcription Polymerase Chain Reaction Test, i.e. RT-PCR which is currently the only test that detects SARS-CoV-2 with accuracy. This test has been recommended by the WHO, as persons at any stages of a SARS-CoV-2 infection can test negative when tested with a rapid antigen- or antibody-based tests. If in the course of time other tests become available that demonstrate more than 90% specificity and sensitivity (but ideally more than 95%) done within 72 hours before departure for the Caribbean, that test will be equally as acceptable.

Destinations should clearly communicate to all travelers and potential travelers the testing and general health safety protocols which they have established. This should stipulate the proof of testing documentation which is required for entry.

⁴ this.carpha.org

5. CONTACT TRACING IS AVAILABLE

Contact tracing is an effective and essential public health measure for the control of COVID-19.

The aim is to promptly identify and manage contacts of COVID-19 cases to reduce further onward transmission. Ideally, such contact tracing must allow the sharing of relevant information between countries. This must, however, be balanced against any relevant data protection regulations nationally, regionally and internationally.

6. COORDINATION AND COMMUNICATION MECHANISMS

Coordination and communication between and among tourism stakeholders is necessary.

Mechanisms must be in place to allow for this between local authorities, organizations (i.e. NHTAs) and tourism service providers and between national governments within the region. In addition, cross-border coordination, information-sharing and communication are essential, particularly as Caribbean intra-regional tourism opens. Risk communication for visitors is also vital to ensuring they are informed about the local context and, for example, measures to follow in case of suspected COVID-19 cases.



CHECKLIST OF KEY CRITERIA TO CONSIDER IN THE REOPENING OF TOURISM

This Checklist Allows Quick Assessment of the Situation at the Destination to support the Effective Reopening of Tourism

| <input checked="" type="checkbox"/> = Yes: <input checked="" type="checkbox"/> = No <input type="checkbox"/> = Not Applicable | | | | | |
|---|---|--------------------------|---|--------------------------|---|
| 1. LOW LEVELS OF COVID-19 INCIDENCES | | | | | |
| <input type="checkbox"/> | Epidemiological Evidence shows spread of COVID-19 has significantly decreased, i.e. no new cases over a consecutive 14-day period | <input type="checkbox"/> | Nationally (Country-Wide) | | |
| | | <input type="checkbox"/> | Regionally (by Region in the Country- Input Region Name) | <input type="checkbox"/> | Region 1 (Input Name) |
| | | | | <input type="checkbox"/> | Region 2 |
| | | | | <input type="checkbox"/> | Region 3 |
| | | <input type="checkbox"/> | Locally in Specific/Key Tourist Areas | <input type="checkbox"/> | Tourist Area 1 |
| | | | | <input type="checkbox"/> | Tourist Area 2 |
| <input type="checkbox"/> | Tourist Area 3 | | | | |
| <input type="checkbox"/> | Epidemiological Evidence shows that the spread has also stabilised for a sustained period of 14 days (Low or 0 cases) | <input type="checkbox"/> | Nationally (Country-Wide) | | |
| | | <input type="checkbox"/> | Regionally (by Region in the Country- Input Region Name) | <input type="checkbox"/> | Region 1 (Input Name) |
| | | | | <input type="checkbox"/> | Region 2 |
| | | | | <input type="checkbox"/> | Region 3 |
| | | <input type="checkbox"/> | Locally in Specific/Key Tourist Areas | <input type="checkbox"/> | Tourist Area 1 |
| | | | | <input type="checkbox"/> | Tourist Area 2 |
| <input type="checkbox"/> | Tourist Area 3 | | | | |
| 2. SUFFICIENT HEALTH SYSTEM CAPACITY | | | | | |
| <input type="checkbox"/> | Availability of Health Care that can meet the needs of residents and increased numbers of visitors | <input type="checkbox"/> | National Health Care System | | |
| | | <input type="checkbox"/> | Regional Health Care Systems | <input type="checkbox"/> | Region 1 (Input Name) |
| | | | | <input type="checkbox"/> | Region 2 |
| | | | | <input type="checkbox"/> | Region 3 |
| | | <input type="checkbox"/> | In Specific/Key Tourist Area | <input type="checkbox"/> | Tourist Area 1 |
| | | | | <input type="checkbox"/> | Tourist Area 2 |
| <input type="checkbox"/> | Tourist Area 3 | | | | |
| <input type="checkbox"/> | Adequate access to Health Care | <input type="checkbox"/> | Access in Place for Specific/Key Tourist Areas | <input type="checkbox"/> | Tourist Area 1 |
| | | | | <input type="checkbox"/> | Tourist Area 2 |
| | | | | <input type="checkbox"/> | Tourist Area 3 |
| <input type="checkbox"/> | Medical Evacuation Arrangements in Place | <input type="checkbox"/> | In National System/Public Sector | | |
| | | <input type="checkbox"/> | By Key Service Providers | <input type="checkbox"/> | Accommodation Sector |
| 3. SURVEILLANCE & MONITORING CAPACITY | | | | | |
| <input type="checkbox"/> | Monitoring & Response Systems in place | <input type="checkbox"/> | By National/Public System | <input type="checkbox"/> | By Accommodation Providers |
| <input type="checkbox"/> | CARPHA System Used/In Place | <input type="checkbox"/> | By National/Public System | <input type="checkbox"/> | By Accommodation Providers |
| 4. TESTING CAPACITY | | | | | |
| <input type="checkbox"/> | Border Management Policy in place for Testing | <input type="checkbox"/> | Robust testing is part of border entry requirements | <input type="checkbox"/> | Travelers notified in advance of entry requirements |
| 5. CONTACT TRACING | | | | | |
| <input type="checkbox"/> | National System in Place | | | | |
| <input type="checkbox"/> | Caribbean/Regional Collaboration in Place | <input type="checkbox"/> | CARPHA | <input type="checkbox"/> | CTO |
| <input type="checkbox"/> | International Collaboration in Place | <input type="checkbox"/> | CHTA | <input type="checkbox"/> | OECS |
| 6. COORDINATION AND COMMUNICATION | | | | | |
| <input type="checkbox"/> | Local/National Coordination in Place | <input type="checkbox"/> | Between Health Agencies & Tourism Service Providers | | |
| | | <input type="checkbox"/> | Between Tourism Authority & Tourism Service Providers | | |
| | | <input type="checkbox"/> | Between National Tourism Association & Tourism Services Providers | | |
| | | <input type="checkbox"/> | Among Tourism Authority/Health Agencies/Tourism Association | | |
| <input type="checkbox"/> | Cross-Border Coordination & Info Sharing | <input type="checkbox"/> | Coordination/Coordination with CARPHA in Place | | |



REOPENING OF CARIBBEAN TOURISM & TRAVEL

GUIDELINES AND CHECKLIST FOR ALL TOURISM SUB-SECTORS

**Ground Transportation; Accommodation; Food & Beverage; Recreation and Entertainment;
Meetings, Incentives, Conference & Events (MICE); & Tourism Services**



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Ground Transportation; Accommodation; Food & Beverage; Recreation & Entertainment including Sites & Attractions; Meetings, Incentives, Conference & Events (MICE); and Tourism Services

TARGET GROUP

These Guidelines are earmarked for Hospitality and Tourism Service Providers in the Caribbean including Retailers, Vendors and Public Markets at the destination.

FOCUS

Building User Confidence and Assurance in Tourism Service Delivery by ensuring that Health Safety Protocols are in place at key points in the Tourism Experience and Visitor Service provided.

PRIORITY

- ✓ Protecting Jobs and Livelihoods by Providing Health Safety & Quality Service
- ✓ Reconfiguring Business Operations to Minimize Health Safety Risks and to Protect the Safety of Employees, Visitors and Guests
- ✓ Integrating Technology, Digitization and Innovation
- ✓ Education and Training
- ✓ Clear Communication and Messaging
- ✓ Collaboration and Partnerships

REQUIREMENT

The guidelines and protocols must be adapted according to Size, Staff Number and Nature of the Tourism Service provided. Ultimately, they must be based on the National/Local Requirement at the destination.

SEVEN (7) COMMON HEALTH SAFETY ELEMENTS



1.

PHYSICAL DISTANCING



2.

INFECTION PREVENTION

Coughing & Sneezing
Etiquette;
Hand Hygiene
Face Mask, PPE



3.

INFECTION CONTROL

Ventilate, Clean
Sanitize, Disinfect



4.

MONITORING Temperature Checks



5.

RAPID RESPONSE & REPORTING



6.

TRAINING



7.

COMMUNICATION & MESSAGING



REQUIRED PRIORITY GUIDELINES

SPECIFIC COVID-19 HEALTH SAFETY MEASURES

Implementation of the following five (5) Special Health Safety Measures for Staff, Guests/Patrons, Facilities, and the Services provided as part of the Visitor Experience, is necessary:

1. PHYSICAL DISTANCING:

✓ Targeted Measures

This should be put in place in communal areas where staff, guests, patrons and visitors are likely to gather for prolonged periods, i.e. longer than 15 minutes. In principle, a distance of 5 to 6 feet or approximately 1.5 to 2 meters should be applied except for persons traveling together.

Protocol may include establishing a maximum number of staff, guests, patrons and visitors allowed in any common facility and in vehicles or water vessels, e.g. restaurants, bars, lobby, loading zones, attraction rides/tours, taxis. Reduced carrying capacity at all sites must be considered. This may require allocating booking slots, e.g. for meal times, tours, pool/gym use.

✓ Alternative Measures

When physical distancing cannot be fully observed, alternative measures of protection may be used such as sneeze guards, impermeable barriers and wearing of face coverings. Careful consideration should also be given to whether some services should temporarily remain closed, e.g. childcare facilities, and to outdoor seating opportunities where possible. Large scale events should also be temporarily postponed.

2. INFECTION PREVENTION AND CONTROL (IPC)

These include specific personal protective measures, ventilation and cleaning, sanitizing and disinfection protocols. These must be considered, communicated to staff, guests, patrons and visitors and implemented accordingly:

✓ Personal Protective Measures

(i) Respiratory Etiquette: Strict respiratory etiquette should be communicated and followed (coughing or sneezing into a paper tissue or the elbow bend) by staff, guests, patrons and visitors. Tourism service providers should ensure the availability of paper tissues and contactless or foot-pedal garbage bins.

(ii) Hand Hygiene : Hand hygiene is an essential control measure. Hands must be washed thoroughly and often, using soap and water for a minimum of 20 seconds. Hand hygiene practices should be communicated to staff, guests, patrons and visitors through infographics at key areas/facilities, e.g. at entrances, in washrooms, at the cashier, elevator entrance, etc.

Tourism service providers should ensure easy access to hand washing facilities with soap, single use paper towels (use contactless faucets and dispensers as far as possible), or contactless automatic dryers. Alcohol-based hand rub solutions in contactless dispensers should also be available.

NB: Alcohol-Base Level for Sanitizers: Alcohol-Based Hand Sanitizers 60% alcohol or above may be used for personal hand sanitation purposes. For All other purposes, i.e. for cleaning, disinfecting and sanitizing surfaces, 70% alcohol or above is required.

⁹<https://www.who.int/docs/default-source/inaugural-who-partners-forum/who-interim-recommendation-on-obligatory-hand-hygiene-against-transmission-of-covid-19.pdf>

(iii) Use of Face Covering ⁷: The use of face covering, which includes face masks or other shields, should be worn by staff, guests, patrons and visitors, particularly in communal areas and public-facing situations when interactions with others is required.

Vulnerable and High-Risk Groups: Staff, guests, patrons and visitors in Vulnerable and High-Risk Groups⁸ must use a face covering at all times.

According to WHO, COVID-19 is often more severe in people who are older than 60 years or who have health conditions like lung or heart disease, diabetes or conditions that affect their immune system. These are among the Vulnerable and High-Risk Groups.

Appropriate use of face covering is important and should be communicated to staff, guests, patrons and visitors. Face-covering must not replace core preventive measures.

✓ Ventilation

Increasing the number of air exchanges per hour and supplying as much outdoor air as possible is recommended - either by natural or mechanical ventilation, depending on the facility. For example, increased ventilation of guest rooms for at least one hour after check-out is suggested.

Cleaning of HVAC systems should be increased and air filters replaced more frequently in indoor spaces. The use of high-grade filters in enclosed spaces similar to aircraft cabins and elevators, is an option that may be explored.

A time log should be kept for documentation of all cleaning and upkeep undertaken.

✓ Cleaning Measures

There are three (3) levels of cleaning, i.e. Cleaning, Sanitizing and Disinfecting. Each is important to ensure the health safety of staff, guests, patrons and visitors. Cleaning of high touch surfaces as often as possible (at least daily and, if possible, more frequently, i.e. after use, hourly or at least once every two hours) is required.

Example of Key High Touch Point and Surfaces

- | | | |
|------------------------|-----------------------------|-------------------------------|
| • Doors | • Bar/Counter tops | • Light and AC Control Panels |
| • Door Handles & Knobs | • Check-in/Payment Counters | • Remote Controls |
| • Windows & Coverings | • Point-of-Sale Terminals | • Elevator Buttons |
| • Seats and Chairs | • Dining Surfaces | • Touch Screens & Tablets |
| • Seat Belt Buckles | • Food Preparation Surfaces | • Staff PCs |
| • Arm Rests | • Sinks, Faucets & Taps | • Telephones |
| • Hand Rails | • Keys and Locks | • Pool/Water Safety Equipment |
| • Grab Handles | • Steering Wheels | • Gym Equipment |
| • Table-tops | • Driver/Vessel Controls | • Vending & ATM Machines |

⁷ Major health organizations, including the CDC and WHO, have urged people to only use medical grade face masks if they are ill, so as not to spread the virus to others, or if they are a Health Care Provider

⁸ <https://www.who.int/westernpacific/emergencies/covid-19/information/high-risk-groups>

As a general rule, staff should:

- Prior to disinfecting, clean with detergent or soap and water if the surface is visibly dirty.
 - Wear gloves⁹ and a mask and other protective equipment as required by the product instructions during cleaning and disinfecting.
 - Perform good hand hygiene before and after cleaning.
 - Always follow the instructions on the cleaning agents for how to dilute and apply to different surfaces.
 - Perform the procedure of cleaning and sanitizing after the end of the service provided, e.g. at check-out (for rooms); after drop-off (for ground transportation and water tours).
 - Be trained on manufacturer's directions and the Occupation, Safety and Health Administration (OSHA) requirements for safe use of cleaning chemicals.
 - Trained in the treatment of cleaning equipment, waste management and laundry. For laundry services, in addition to washing items in accordance with the manufacturer's instructions, staff should be aware of the CDC¹⁰ guidelines and the circumstances for use of cold or hot water.
 - Be made aware of personal hygiene required following cleaning.
- **Chemicals:** When choosing cleaning chemicals, products approved for use against COVID-19 should be considered. Eco-friendly or other disinfectants labeled to be effective against emerging viral pathogens should be used. Bleach alternatives should be applied as far as possible. If used, diluted household bleach solutions (5 tablespoons per gallon of water according to the manufacturer's instructions). Alcohol solutions with at least 70% alcohol that are appropriate for the surface should also be utilized accordingly.
 - **NB:** For personal use Alcohol-Based Hand Sanitizers with 60% alcohol or above may apply. Eco-Friendly Cleaners, Sanitizers and Disinfecting Chemicals, and Recycled Products should be used, as far as possible, for continued support to climate change mitigation and to maintaining the pristine environment of the region.

3. SCREENING AND TEMPERATURE CHECKS FOR SYMPTOMS OF COVID-19

✓ COVID-19 Symptoms ¹¹ (WHO)

The most common symptoms of COVID-19 are fever, dry cough or cough associated with difficulty breathing/ shortness of breath, chest pain/pressure, and tiredness. Other symptoms that are less common include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes. These symptoms are usually mild and begin gradually.

Screening Questions: Suggested screening questions for COVID-19 symptoms for staff, guests, patrons and visitors are:

- Have you been in close contact in the past 14 days with a confirmed case of COVID-19?
- Have you been diagnosed with COVID-19?
- Have you been told by a health care provider or public health official to self-quarantine?
- Are you experiencing a cough, shortness of breath/difficulty breathing, chills, muscle pain, new loss of taste or smell, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had vomiting or diarrhea in the last 24 hours?
- Have you had a fever in the last 48 hours?
- Have you had vomiting or diarrhea in the last 24 hours?

⁹ CDC recommends wearing gloves when you are cleaning (or caring for someone who is sick).

¹⁰ <https://www.cdc.gov/infectioncontrol/guidelines/environmental/background/laundry.html>

¹¹ <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses>

✓ Temperature Checks

Fever, remains among the key symptoms displayed and, due to this, screening by temperature checks for employees, guests, patrons and visitors is an essential measure. An elevated temperature of over 100.4 degrees Fahrenheit (F) or 38 degrees Celsius (C) is cause for concern.

General Rule: Employees, guests, patrons and visitors must be screened with the use of a no-touch thermometer to ensure that temperatures are not elevated over 100.4 degrees Fahrenheit (F) or 38 degrees Celsius (C).

Staff:

- Employees should undergo daily temperature screening at the start of their shift/work day. Online monitoring forms should be considered for recording temperature checks
- Staff with elevated temperatures, i.e. over 100.4 F or 38 C, should not be allowed to work but should be sent for further screening at a designated health facility - on site if one is available or at the designated public or other facility off site
- Staff should stay at home if they are unwell and/or if they, or a household member, exhibit COVID-19 symptoms
- Staff with elevated temperatures or exhibiting COVID-19 symptoms should be tested

Guests, Patrons and Visitors:

- At accommodation facilities, temperature screening for guests, should be done on a regular basis during their stay
- Temperatures of patrons and visitors should be taken prior to commencing a tourism activity or tour, e.g. transportation, restaurant services, and at sites and attractions.
- Persons displaying elevated temperatures should not participate in planned activities, but local health authorities should be advised to facilitate screening and possible testing.

4. REAL-TIME MONITORING, RAPID RESPONSE AND REPORTING/CONTACT TRACING

✓ Monitoring & Rapid Response Reporting

Tourism service providers must rapidly respond and report any changes, on a real-time basis, that may escalate risk to contagion to local authorities for immediate action. Due to this, it is best if systems are in place for real-time monitoring of the health of staff, guests and patrons, where appropriate. Where possible, applications should be utilized, such as CARPHA'S THiS, for confidential early warning, response and real-time monitoring of illnesses.

✓ Contact Tracing: Contact details of employees, guests, patrons and visitors must be available in case they are needed for contact tracing. In the absence of formal contact tracing apps, guests and visitors should, at the minimum, be encouraged to keep their smart phone location sensor on for the duration of their stay to facilitate contact tracing around the destination.

Contact tracing measures must be strictly limited for the purpose of dealing with COVID-19 outbreak and established according to rules, which ensure the highest level of privacy and data protection.



GUIDELINES

SYMPTOMATIC VISITOR MANAGEMENT REPORTING PROCESS

The following CDC-approved five-step process must be implemented if staff, guests, visitors or patrons exhibit elevated temperatures and COVID-19 “Influenza-Like” symptoms. This is intended to assist the person and to protect everyone from potential COVID-19 transmission as quickly as possible.



5. SUPPLIES ¹²

✓ Checklist of General Supplies/Eco-Friendly Products

Tourism service providers must rapidly respond and report any changes, on a real-time basis, that may escalate risk to contagion to local authorities for immediate action. Due to this, it is best if systems are in place for real-time monitoring of the health of staff, guests and patrons, where appropriate. Where possible, applications should be utilized, such as CARPHA'S THIS, for confidential early warning, response and real-time monitoring of illnesses.

While supplies will vary depending on the service and activity, general and basic supplies will include where applicable:

- Thermometers: Infrared No-Contact Hand-Held Thermometers (minimum of four - two per entrance and two for staff) and/or Full Body Thermal Scan - one per entrance
- ISO Masks (PAPRs, CAPRs, N95s), enough for each staff for each shift to have at least one
- Face Shields and Protective Eyewear
- Bag (disposable for possibly contaminated items. Bags should be made from recycled or eco-friendly material as far as possible)
- Disposable Gloves¹³ (mainly for cleaning and made of recycled or eco-friendly material)
- Disposable Aprons
- Alcohol-Based Hand Sanitizer (60% alcohol or above for personal use by employees/guests/patrons)
- Spray Disinfectant/Wipes
- Cleaning Disinfectant
- Cleaning Sanitizers (70% alcohol base or above)
- Single Use Paper Napkins or Towels
- Contactless Soap Dispensers
- Hands-Free Garbage Bins with Covers
- Contactless Automatic Dryers for Drying Hands
- Measuring Device (tape measure, yardstick, 6 ft. pole etc.)
- Indicators (flags, markers, stakes, cones, tapes, stickers etc.)
- Signage for Protocols, Awareness regarding Symptoms & Contact Information

¹² In consideration of elements of WHO COVID-19 Essential Supplies Forecasting Tools of April 29, 2020 <https://www.who.int/who-documents-detail/covid-19-essential-supplies-forecasting-tool>

¹³ CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. Otherwise, washing hands for 20 seconds with running water and wearing face masks along with other preventative measures such as physical distancing and using hand sanitizers are seen as most appropriate for general daily activities.

✓ Delivery of Supplies

Attention must also be paid to the procedures involved in receiving the delivery of all supplies (including food) to ensure consistency of health safety across all service points in order.

Delivery personnel should:

- not be allowed to drop-off supplies without the use of a mask or face covering
- undergo temperature checks on entry to the delivery/drop-off point on the property/site/office
- practice hand hygiene and cough etiquette
- be denied entry if their temperature is elevated; and
- with elevated temperatures, be documented

Reporting

- Instances where entry is denied due to elevated temperature or visible symptoms must be reported to the relevant health authority on a real-time basis
- Receiving Supplies
- Delivery receiving areas must be kept clean and disinfected after each delivery
- Products must be removed from external containers or packaging before storage. Where this is not possible or practical, clean and sanitize packages and containers as appropriate prior to storage.

Receiving Supplies

- Delivery receiving areas must be kept clean and disinfected after each delivery
- Products must be removed from external containers or packaging before storage. Where this is not possible or practical, clean and sanitize packages and containers as appropriate prior to storage.

OTHER NECESSARY GUIDELINES

Guidelines in this category fall under the following **six (6) broad headings:**

1. MANAGEMENT OPERATION

Management, which covers the owner or operator of tourism services, must set the direction to successfully achieve the priority areas and health safety objectives by implementing the following Measures and Protocols:

✓ Local Regulatory Compliance

All tourism enterprises and services must comply with National Legislative and Regulatory requirement related to the tourism service and/or business activity in which they are involved.

✓ Preparedness & Action Plan Development

An official COVID-19 Preparedness & Action Plan is necessary. This must allow for assessment of the visitor experience and staff assurance at all facilities and service points and the outline of Special Policies and Standard Operating Procedures (SOPs) adjusted for heightened health safety.

Specific actions to be taken in case of infection should be outlined within an established Quarantine Procedure. The role and responsibilities of staff should be detailed, presented to each staff and made available at all times.

✓ COVID-19 Health Safety Management Team and/or Point Person

This protocol allows for an assigned COVID-19 Manager or Person to continually support, assess and ensure that protocols are being enacted. Large companies and those with multiple locations for operations should consider designating a team.

✓ Local Coordination Arrangements & Partnerships

Communication and constant coordination are required at the local level between Ministries/Departments of Health; Tourism Ministries/Departments/Boards and Hotel and Tourism Associations and Tourism Service Providers. This is to ensure that the latest rules and regulations in any given geographical area are shared, applied and their implementation monitored.

Partnerships for additional support such as capacity development and human resources training must also be facilitated. This will further enable a wider participation in decision making and in ownership and uptake of the decisions made.

2. HUMAN RESOURCES & TRAINING

Human resource remains a central factor in the delivery of the tourism service. Managing staff and ensuring health safety and quality service standards must now take on different approaches and heightened levels as these too must adapt to requirements brought on by COVID-19.

✓ Management of Staff

Measures that decrease the physical presence of staff at the workplace should be considered. Staff such as those performing duties that may be compatible with teleworking, could be encouraged to work from home. As a temporary measure, staff with serious underlying conditions, may need to be placed in other functional areas based on the level of physical interaction required.

✓ Comprehensive Training & Capacity Development Plan

A COVID-19 Compliant Comprehensive Training Plan is necessary. A collaborative approach should be taken in the implementation of the training plan. This collaboration and partnership with Ministries of Tourism and Health as well as with National Tourism Sector Associations and similar Regional Tourism Agencies, such as the CTO and CHTA should be undertaken. These agencies are also involved in COVID-19 tourism training and capacity development. The Plan can, therefore, leverage the training of these agencies allowing resources to be utilized more effectively.

The Training and Capacity Development Plan should also consider the emotional impact of this COVID-19 crisis and its related “Paradigm Shift” on all persons in the tourism sector, which, in the case of employees, must be continually monitored and assessed.

Allowances for Counseling and Coaching must, therefore, be included as part of the capacity development and training program of tourism services providers. This likewise, should be done in collaboration with national and/or regional health and other relevant agencies.



✓ Training and Capacity Development Focus Areas

Capacity development to deliver quality COVID-19 compliant service must now be at the forefront of awareness building and training.

Staff involved in providing a tourism service must be aware of “All Things COVID-19”, with additional considerations made to mitigate emotional consequences due to COVID-19 that may impact negatively on the workplace and in the delivery of the tourism service.

Training and capacity development should include:

- COVID-19 Causes and Symptoms
- Physical Distancing Measures for the Workplace
- Infection Prevention and Control (IPC) Measures & Personal Protection, including use of face covering and other personal protective equipment (PPE)
- New cleaning, sanitizing, and disinfecting practices, along with manufacturers' instructions for the use of products for these purposes
- Monitoring and Reporting
- Rapid Response Actions (required if staff or guests/visitors present symptoms)
- Implementing Quarantine Protocols
- Interacting with visitors/guests and other staff
- Customer Service in the COVID-19 Era
- Sales and Selling Skills in a COVID-19 Era
- First Aid in a COVID-19 Environment
- Post COVID-19 Staff Counseling and Coaching Techniques

3. COMMUNICATION & INFORMATION

Information must be continually communicated to employees and visitors. Communication must also flow effectively among partners and stakeholder authorities national and regionally.

✓ Information for Staff

Staff must inform and be informed regularly on all matters related to health and safety procedure, policies, operations, and expectations. Likewise, the information must be reliable, consistent and easily accessible and must be reinforced verbally and by other digital means.

✓ Information for Visitors

For visitors, communications on protocols and measures in place and their role and responsibility, must begin before their arrival at the destination. The information must also include current national guidelines of the government and local health authority. The information must be reliable and consistent. This information can be reinforced and further detailed or expanded at touch points on site as they utilize the tourism service.



✓ Communication Modes/Signage

Information must be easily accessible including through digital means – online/via Short Message Service (SMS) on phones. Staff and Visitors/Guests should also be informed through specific signage (information infographics, including adaptations for those who are visually impaired) at entrances of tourism facilities; recreational and entertainment areas including sites and attractions. Signage must also be located in “back-of-house” or staff-only areas for information and directional purposes of employees and other individuals in those locations.

Leaflets with information could also be provided upon request. Information on leaflets and signage in different languages, including Spanish and French should also be considered. General leaflets could include information, on:

- (i) the signs and symptoms of COVID-19;
- (ii) what to do in case they develop symptoms and signage on where to go, e.g. “Check Health Station” or “Check Resort Nurse” during their stay; and
- (iii) what to do if they develop symptoms within 14 days following departure.

✓ External Communication

Mechanisms must be in place to ensure constant communication between local/national public health/tourism authorities and sector associations. Communication with external travel trade, and sales and business partners must also be factored. They must also be kept fully apprised of what is happening locally and onsite for them to perform their function and support accordingly.

✓ Building Trust & Assurance

Certification and Recognition Programs can play an even greater role as part of Public Relations (PR) and promotional communication activities. All tourism service providers are encouraged to seek certification or recognition, where possible, including CARPHA's regional stamp of approval (Caribbean Travel Health Assurance Stamp - CTHAS).

4. TECHNOLOGY & DIGITIZATION

Physical distancing and the measures required to mitigate the spread of COVID-19 have necessitated an increased use of technology for communication and the digitization of information and processes. This must now be maximized to the highest extent possible as touchless travel will become the norm.

Evaluation of areas that could be easily digitized must be undertaken. Areas for consideration include:

- contactless payments to reduce the physical handling of cash and credit cards
- contactless/mobile phone check-ins and check-outs
- digital keys
- e-tickets purchases and e-booking for visits and entertainment
- automatic faucets
- automatic dispensers for soaps, hand sanitizers and hand towels
- automatic/contactless hand dryers; and
- contactless garbage bins

5. LIABILITY OF POTENTIAL EXPOSURE

Tourism enterprises and operations should review all areas of potential liability and incorporate waiver and disclaimer language into contracts, reservations, bookings, sales agreements, activity waiver documents etc. The new era of COVID-19 presents a possibility for increased liability claims by employees, guests, and other customers who may claim negligence as a cause for contracting the virus.

This underscores the importance of having in place protocols, training commitments, communications materials and operational practices aimed at minimizing contagion. Tourism Services Providers should include, as part of the reservation or registration process, a Disclaimer which outlines guest responsibilities and limitations of liability.

6. EVALUATION AND ADJUSTMENTS

Health safety measures should be regularly monitored, re-evaluated and adjusted. As new and more efficient solutions become available, less efficient or more burdensome measures should be discontinued.

Tourism service providers should undertake scheduled drills and tabletop exercises to further develop and refine COVID-19 measures and protocols. Evaluation should also consider any new information and approaches needed, to remain current with public health needs.

CHECKLIST OF GUIDELINES FOR ALL TOURISM SERVICES

This checklist is a summary of the recommended Guidelines.
It allows a self-check to evaluate consistency with and coverage of core areas.

REQUIRED PRIORITY GUIDELINES FOR ALL TOURISM SERVICES

| <input checked="" type="checkbox"/> = Yes: <input type="checkbox"/> = No <input type="checkbox"/> = Not Applicable | | | | |
|--|---|--------------------------|--|---|
| SPECIFIC COVID-19 HEALTH SAFETY MEASURES | | | | |
| (1) PHYSICAL DISTANCING | | | | |
| <input type="checkbox"/> | Physical Distancing in place for Communal Areas | <input type="checkbox"/> | Distancing, of 5 – 6 feet/1.5 - 2 meters, is applied to communal areas | |
| | | <input type="checkbox"/> | Maximum numbers established for each common facility | |
| | | <input type="checkbox"/> | Allocated slots for use of service is in place | |
| <input type="checkbox"/> | Alternate Measures are applied where Physical Distancing cannot be fully observed | <input type="checkbox"/> | Sneeze Guards or Impermeable barriers are used | |
| | | <input type="checkbox"/> | Masks are required and worn over nose, mouth and chin | |
| | | <input type="checkbox"/> | Consideration has gone into temporarily closing some services | |
| (2) INFECTION PREVENTION AND CONTROL (IPC) MEASURES | | | | |
| Personal Protective Measures | | | | |
| <input type="checkbox"/> | Specific Personal Protective Measures | <input type="checkbox"/> | Respiratory Etiquette | <input type="checkbox"/> Coughing or sneezing methods are communicated and practised |
| | | | | <input type="checkbox"/> Contactless paper tissue dispensers with contactless bins are available for use |
| | | <input type="checkbox"/> | Hand Hygiene | <input type="checkbox"/> Infographics communicate hand hygiene (washing for 20 seconds) |
| | | | | <input type="checkbox"/> There is easy access to contactless hand washing facilities and/or hand sanitizers 60% alcohol base and above (for personal use) |
| | | <input type="checkbox"/> | Face Covering | <input type="checkbox"/> Use of face covering by all is required |
| | | | | <input type="checkbox"/> Appropriate type and use of face covering are communicated |
| Ventilation and Cleaning | | | | |
| <input type="checkbox"/> | Ventilation and Cleaning Protocols are Communicated and in place | <input type="checkbox"/> | Ventilation | <input type="checkbox"/> Number of air exchanges per hour in enclosed areas are increased and as much outdoor air is supplied as possible |
| | | | | <input type="checkbox"/> Cleaning of HVAC Systems has been increased and air filters replaced more frequently in indoor spaces |
| | | | | <input type="checkbox"/> Rooms ventilated for at least 1 hour after guest check out |
| | | <input type="checkbox"/> | Cleaning, Sanitizing & Disinfection | <input type="checkbox"/> Heightened cleaning procedure after visitor use of facility/service and after check-out is performed |
| | | | | <input type="checkbox"/> Staff informed of the treatment of cleaning equipment, waste management, laundry, & personal hygiene following cleaning |
| | | | | <input type="checkbox"/> Frequently touched surfaces are cleaned very often |

CHECKLIST OF GUIDELINES FOR ALL TOURISM SERVICES

OTHER NECESSARY GUIDELINES FOR ALL TOURISM SERVICES

| <input checked="" type="checkbox"/> = Yes: <input checked="" type="checkbox"/> = No <input type="checkbox"/> = Not Applicable | | | | | |
|--|---|--------------------------|--------------------------------------|---|--------------------------------|
| The following high touch surfaces in high use/Communal areas are cleaned daily, but preferably every 2 hours, or hourly or after use. Eco-safe and recycled products are used for cleaning where relevant and as far as possible: | | | | | |
| <input type="checkbox"/> | Doors | <input type="checkbox"/> | Bar/Counter tops | <input type="checkbox"/> | Light and AC Control Panels |
| <input type="checkbox"/> | Door Handles & Knobs | <input type="checkbox"/> | Check-in/Payment Counters | <input type="checkbox"/> | Remote Controls |
| <input type="checkbox"/> | Windows & Coverings | <input type="checkbox"/> | Point-of-Sale Terminals | <input type="checkbox"/> | Elevator Buttons |
| <input type="checkbox"/> | Seats and Chairs | <input type="checkbox"/> | Dining Surfaces | <input type="checkbox"/> | Touch Screens & Tablets |
| <input type="checkbox"/> | Seat Belt Buckles | <input type="checkbox"/> | Food Preparation Surfaces | <input type="checkbox"/> | Staff Personal Computers (PCs) |
| <input type="checkbox"/> | Arm Rests | <input type="checkbox"/> | Sinks, Faucets & Water Taps | <input type="checkbox"/> | Telephones |
| <input type="checkbox"/> | Hand Rails | <input type="checkbox"/> | Keys (room) and Locks | <input type="checkbox"/> | Pool/Water Safety Equipment |
| <input type="checkbox"/> | Grab Handles | <input type="checkbox"/> | Steering Wheels | <input type="checkbox"/> | Gym Equipment |
| <input type="checkbox"/> | Table-tops | <input type="checkbox"/> | Driver/Vessel Controls | <input type="checkbox"/> | Vending & ATM Machines |
| (3) TEMPERATURE CHECK SCREENING | | | | | |
| For Staff | | | For Guests, Patrons, Visitors | | |
| <input type="checkbox"/> | Staff undergo daily temperature screening | | <input type="checkbox"/> | Temperature screening of guests is done on a regular basis during their accommodation/stay | |
| <input type="checkbox"/> | Staff with temperature over 100.4 F/38 C is sent home and/or for further screening | | <input type="checkbox"/> | Temperatures of patrons are taken prior to commencing a tourism activity or tour by the activity/tour providers | |
| <input type="checkbox"/> | Staff exhibiting other COVID-19 symptoms are sent for further screening and testing, if necessary at designated public facility | | <input type="checkbox"/> | Patrons with elevated temperature and or exhibiting COVID-19 symptoms are referred to the health authority for further screening and, if required must also be tested | |
| <input type="checkbox"/> | Staff stay home if they or household member are unwell | | <input type="checkbox"/> | Persons displaying elevated temperatures cannot participate in planned activities | |
| (4) REAL-TIME MONITORING, RAPID RESPONSE & REPORTING/CONTACT TRACING | | | | | |
| Monitoring & Rapid Response Reporting | | | | | |
| <input type="checkbox"/> | The WHO Symptomatic Reporting Process is in place and known by staff, i.e. Inform, Isolate, Trace, Clean and Report | | <input type="checkbox"/> | CARPHA THiS Daily/Regular Monitoring and Real-Time Reporting System is in place and used accordingly | |
| Contact Tracing | | | | | |
| <input type="checkbox"/> | Contact details for tracing is facilitated | | <input type="checkbox"/> | Real-time Reporting is facilitated | |
| (5) SUPPLIES & ECO-FRIENDLY PURCHASES | | | | | |
| Supplies Checklist | | | | | |
| <input type="checkbox"/> | Supplies Checklist is in place for key areas along the points of service | | <input type="checkbox"/> | On the supplies list, contactless and automatic products are purchased, as far as possible | |
| <input type="checkbox"/> | Eco safe and recycled products are purchased, as far as possible | | <input type="checkbox"/> | Staff are supplied with relevant PPE for use at work | |
| Receiving Delivery of Supplies | | | | | |
| <input type="checkbox"/> | Suppliers are aware that all delivery personnel cannot deliver supplies unless they are properly attired with the necessary mask/PPE | | <input type="checkbox"/> | If delivery personnel are denied entry due to elevated temperatures, it is documented and rapidly reported to the relevant health authority | |
| <input type="checkbox"/> | Delivery personnel undergo temperature checks at site/property entrances | | <input type="checkbox"/> | Delivery receiving areas must be kept clean and disinfected after each delivery | |
| <input type="checkbox"/> | Delivery personnel is denied entry if their temperature is elevated | | | | |
| <input type="checkbox"/> | Products are removed from external containers or packaging before storage. Where this is not possible or practical, packages and containers are cleaned and sanitized as appropriate prior to storage | | | | |

CHECKLIST OF GUIDELINES FOR ALL TOURISM SERVICES

OTHER NECESSARY GUIDELINES FOR ALL TOURISM SERVICES

| <input checked="" type="checkbox"/> = Yes: <input checked="" type="checkbox"/> = No <input type="checkbox"/> = Not Applicable | | | |
|---|--|--------------------------|--|
| OTHER MANAGEMENT, OPERATIONAL AND NECESSARY MEASURES | | | |
| 1. MANAGEMENT OPERATION | | | |
| Local Regulatory Compliance | | | |
| <input type="checkbox"/> | Business Compliant with Government Legislative and Regulatory Requirements | | |
| <input type="checkbox"/> | Required Business/Operational or Reopening License in Place (where required) | | |
| Preparedness and Action Plans | | | |
| <input type="checkbox"/> | Preparedness & Action Plan in Place | <input type="checkbox"/> | Includes actions required to deal with Infection |
| | | <input type="checkbox"/> | Presented to each staff and available at all times |
| <input type="checkbox"/> | SOPs for Contagion in Place | <input type="checkbox"/> | SOPs Adjusted to include heightened Health Safety Measures |
| | | <input type="checkbox"/> | Quarantine SOP in place |
| | | <input type="checkbox"/> | Presented to each staff and available at all times |
| COVID-19 Health Safety Management Team and/or Point Person | | | |
| <input type="checkbox"/> | COVID-19 Compliance Team in place | <input type="checkbox"/> | Point Person designated to continually check and ensure compliance |
| Local Coordination Arrangements and Partnerships | | | |
| <input type="checkbox"/> | Arrangements in Place | <input type="checkbox"/> | With National Public Health Agency |
| | | <input type="checkbox"/> | With Tourism Ministry |
| | | <input type="checkbox"/> | With National Tourism/Hospitality Association (NHTA) |
| 2. HUMAN RESOURCES AND TRAINING | | | |
| Managing Staff | | | |
| <input type="checkbox"/> | Measures in place to decrease physical contacts and time of physical contacts | <input type="checkbox"/> | Measures decreasing physical presence of staff at work |
| | | <input type="checkbox"/> | Staff compatible with teleworking are encouraged to work from home |
| | | <input type="checkbox"/> | Shifts in Work and in Meal Times are introduced |
| | | <input type="checkbox"/> | Increased use of electronic means of communication |
| Comprehensive Training & Capacity Development Plan | | | |
| <input type="checkbox"/> | Comprehensive Plan Developed | <input type="checkbox"/> | Collaborative Approach to Training taken |
| Training & Capacity Development Focus Areas | | | |
| <input type="checkbox"/> | COVID-19 Causes & Symptoms | <input type="checkbox"/> | Implementing Quarantine Protocols |
| <input type="checkbox"/> | Physical Distancing Measures | <input type="checkbox"/> | Rapid Response Actions (required if staff or guests/visitors present symptoms) |
| <input type="checkbox"/> | IPC Measures & Personal Protection, including use of face covering and other PPE | <input type="checkbox"/> | Monitoring and Reporting |
| <input type="checkbox"/> | Interacting with visitors/guests and other staff | <input type="checkbox"/> | First Aid in a COVID-19 Environment |
| <input type="checkbox"/> | New Cleaning, Sanitizing, and Disinfecting Requirements and Practices | <input type="checkbox"/> | Customer Service in the COVID-19 Era |
| | | <input type="checkbox"/> | Sales and Selling Skills in a COVID-19 Era |
| <input type="checkbox"/> | Manufacturer's instructions for use of cleaning, sanitizing & disinfecting product | <input type="checkbox"/> | Post COVID-19 Staff Counselling & Coaching |

CHECKLIST OF GUIDELINES FOR ALL TOURISM SERVICES

OTHER NECESSARY GUIDELINES FOR ALL TOURISM SERVICES

| <input checked="" type="checkbox"/> = Yes: <input checked="" type="checkbox"/> = No <input type="checkbox"/> = Not Applicable | | | |
|---|---|--------------------------|--|
| 3. COMMUNICATION AND INFORMATION | | | |
| Information on Health Safety Measures | | | |
| <input type="checkbox"/> | Visitor Information | <input type="checkbox"/> | Measures at the destination is given |
| | | <input type="checkbox"/> | Measures at the Facility/Service Provided |
| | | <input type="checkbox"/> | Information provided prior to arrival |
| | | <input type="checkbox"/> | Information is given in two or more languages |
| <input type="checkbox"/> | Staff Information | <input type="checkbox"/> | Staff Informed of Health Safety Procedure, Policies, Operations and Expectation |
| <input type="checkbox"/> | External Communication | <input type="checkbox"/> | Travel Trade and External Partners kept informed and updated |
| Building Trust and Confidence | | | |
| <input type="checkbox"/> | National Assurance Certification or Recognition Planned | <input type="checkbox"/> | CARPHA regional CTHAS Certification Planned |
| <input type="checkbox"/> | International Assurance Certification or Recognition Planned e.g. WTTC Safe Travel Stamp | | |
| Communication by Signage | | | |
| <input type="checkbox"/> | Signage used at entrances to facility/site/service and at other key points | <input type="checkbox"/> | Signage used to provide information on symptoms of COVID-19 |
| <input type="checkbox"/> | Signage used to facilitate Physical Distancing requirements | <input type="checkbox"/> | Signage provides information in two or more languages |
| 4. TECHNOLOGY AND DIGITIZATION | | | |
| <input type="checkbox"/> | Evaluation done of Digitization Possible | <input type="checkbox"/> | Contactless Technology is used as far as possible, e.g. soap dispensers, faucets, hand dryers, paper towel dispensers, bins, for bill payments, e-ticketing etc. |
| <input type="checkbox"/> | Technology Needs Identified | | |
| 5. LIABILITY OF POTENTIAL EXPOSURE | | | |
| <input type="checkbox"/> | Review done of all areas of Potential Liability | <input type="checkbox"/> | Waiver & Disclaimer Language is Included in Contracts and information platforms |
| 6. EVALUATION AND ADJUSTMENTS | | | |
| <input type="checkbox"/> | Policy in place to regularly re-evaluate and adjust measures to protect health of guest and workers | | |



REOPENING OF CARIBBEAN TOURISM & TRAVEL

GUIDELINES AND CHECKLIST FOR FOOD & BEVERAGE OPERATIONS



CARIBBEAN
HOTEL & TOURISM
ASSOCIATION



CARPHA-CTO-CHTA-OECS-GTRCMC COVID-19 Task Force

June 22, 2020

OVERVIEW

These guidelines provide a framework for reopening and operation for facilities offering food and beverages amidst the atmosphere of COVID-19. Due to the range of Food and Beverage (F&B) facilities, not every establishment is able to implement health safety protocols in the exact same manner. However, all facilities that offer food and beverage to visitors and residents should have the common priority objective of ensuring that health safety measures are in place at each and across all relevant and critical points of the food and beverage service experience.

These guidelines are offered to support the safe reopening and business recovery of F&B operations by focusing on the additional operational requirements to enable co-existence with COVID-19. It must, therefore, be used in tandem with the existing regulations that prevail at the destination for F&B sales.

TARGET GROUP

These guidelines target restaurant and food and beverage operations catering to tourists and visitors to the Caribbean region.

FOCUS

Heighten health safety assurance for staff and patron and at all relevant points of the Food and Beverage service.

KEY MEASURES FOR FOOD & BEVERAGE OPERATIONS

Adoption of the CARPHA-CTO-CHTA COVID-19 Health Measures to reduce the introduction and spread of COVID-19 is most suited for Food and Beverage (F&B) Operation across the region. Measures that are specifically important to F&B operations and included within these guidelines, require:

- ✓ Implementation of COVID-19 specific Hospitality Operational Guidelines in accordance with WHO recommendations
- ✓ Adherence to Health, Hygiene, Food Safety and Environmental Sanitation Standards i.e. standards required through National/Regional Health and Standards Agencies
- ✓ Advancing Certification for the adoption of Health, Hygiene and Food Safety Measures e.g. ServSafe Food and Alcohol Safety Certification for Food Service Staff, HACCP
- ✓ Joining the Caribbean Travel Health Assurance Stamp for Healthier Safer Facility Program

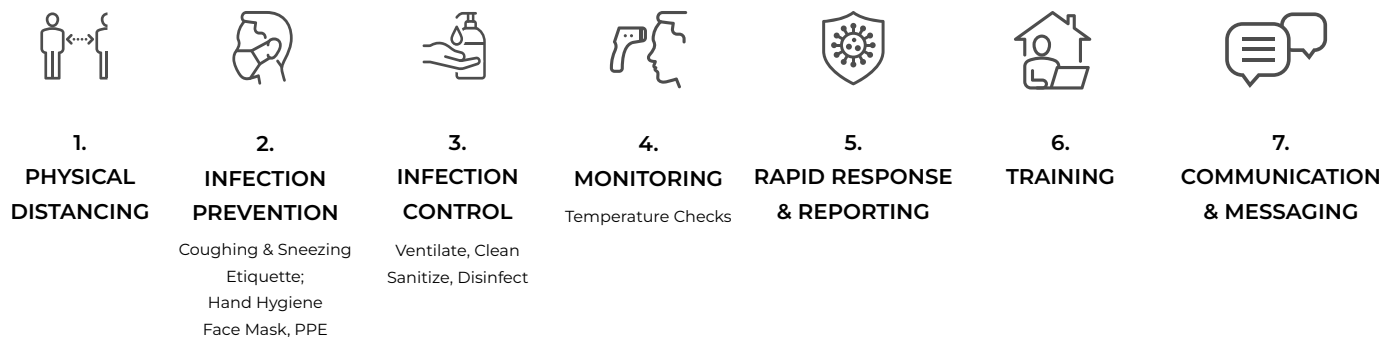
NB: Available initially to hotels with food and beverage offerings

- ✓ Undertaking Training and Capacity Building
- ✓ Engaging relevant stakeholders and collaborate on public health messaging

PRIORITY

- ✓ Health Safety and Quality Service
- ✓ Enhanced Cleaning
- ✓ Reconfiguration of Facilities
- ✓ Adjustments of Service Delivery
- ✓ Education and Training
- ✓ Clear Communication and Messaging
- ✓ Collaboration and Partnerships

SEVEN (7) COMMON HEALTH SAFETY ELEMENTS



GUIDELINES

Guidelines are provided in Checklist Format in Section 6.1 and covers the following five (5) core areas:

(1) MANAGEMENT OPERATIONS & PROCEDURES

Operation excellence is a key factor in the reopening of F&B operations. F&B operations must not only adhere to the health, hygiene and food safety and environmental sanitation standards but should consider enhancing all areas to address the specific requirements of COVID-19. Readiness Plans and Policies and SOP must also be addressed under management operations.

(2) HUMAN RESOURCES (HR) AND TRAINING

Staff capacity must be built to meet the additional work requirements brought on by the COVID-19 crisis. Staff training is a central aspect of any reopening plan and specific measures are needed.

(3) PHYSICAL DISTANCING (REDUCING OPERATIONS & MITIGATING TRANSMISSION RISKS)

This remains a core principle for all F&B establishments. Individual considerations must be done to establish appropriate configurations to floor plans as required. Operating at a reduced capacity to mitigate opportunity for transmission of COVID-19 must be in place until local Health Authorities clears for regular capacity.

Utilizing New Technology: Linked to physical distancing is the utilization of new technology to help communicate and conduct business with the reduced need for close contact, i.e. contactless payment systems, automated ordering systems, mobile ordering apps, website updates and simple texts.

Service Type: Considerations must also go into the type/range of service or altering the service to be offered during the short and opening term, e.g. cafeteria style service with barriers vs open buffet etc.

(4) MANAGING EMPLOYEE HEALTH SAFETY

Pre-screening measures, the use of PPEs, and high hygiene for staff are critical management principles that must be addressed.

(5) FOOD & BEVERAGE SAFETY

Food and beverage safety and food handling requires constant vigilance and with COVID-19 this vigilance must be heightened. Certification of key staff is necessary. ServSafe Food Manager/Handler and HACCP certification are encouraged.

(6) ENHANCED CLEANING AND DISINFECTING

Measure focus on enhancing and increasing cleaning at each point of service and operation.

(7) COMMUNICATION, MESSAGING & SIGNAGE

Constantly communicate with staff about shift changes, protocol updates etc. is required. It is also necessary to keep communicating with customers (operating hours; menu items; reservations) and help promote physical distancing and safety efforts; and monitor communication put out by the National Health Authority/ Government.

NB: Along with these Guidelines, reference should be made to ***Section 3: "Guidelines for All Sub-Sectors of Tourism"***.



CHECKLIST OF GUIDELINES FOR FOOD & BEVERAGE OPERATIONS

**This checklist is a summary of the recommended Guidelines and its Key Elements.
It allows self-check to ensure consistency with and coverage of core areas**

| ✓☑ = Yes: X☑ = No -☑ = Not Applicable | |
|---|---|
| MANAGEMENT | |
| 1. MANAGEMENT OPERATIONS | |
| Legal Operation | |
| <input type="checkbox"/> | Operational Legislative & Regulatory Requirements are met |
| <input type="checkbox"/> | Operating/Reopening License is current |
| <input type="checkbox"/> | Specific Local/National Health Authority, Hygiene, Food Safety & Environmental Sanitation Standards are adhered to |
| <input type="checkbox"/> | Operating/Reopening License is current |
| COVID-19 Preparedness & Action Plans | |
| <input type="checkbox"/> | COVID-19 Preparedness & Action Plan in Place |
| <input type="checkbox"/> | HR & Staff Training Plan Updated for COVID-19 Needs |
| <input type="checkbox"/> | Plans are flexible to update as new data is available |
| <input type="checkbox"/> | Plans consider a phased approach to reopening |
| Policies & Standard Operating Procedures | |
| <input type="checkbox"/> | CTHAs Health Assurance/ Certification considered Available initially to hotels with food and beverage offerings |
| <input type="checkbox"/> | SOPs for Food Service are enhanced for COVID-19 |
| <input type="checkbox"/> | Digitization and Contactless Policy in Place |
| <input type="checkbox"/> | Temperature Screening Policy in place for Staff and Guests |
| <input type="checkbox"/> | COVID-19 Health & Safety Management Team in Place OR Specific Individual for Health Safety Identified (to audit SOPs and regularly inspect to ensure compliance) |
| <input type="checkbox"/> | New/Enhanced SOPs for Cleaning & Hygiene Routines |
| <input type="checkbox"/> | Receiving Delivered Supplies SOPs in place |
| Critical Service Type: Buffet | |
| <input type="checkbox"/> | Policy on Buffet Service is developed according to national government requirement during reopening |
| <input type="checkbox"/> | Where Buffet Service is allowed there is a serving attendant with and/or without protective glass in place |
| <input type="checkbox"/> | Other forms of service are considered, provided if possible and/or enhanced, e.g. take-out options, open-air dining |
| First Aid Measures | |
| <input type="checkbox"/> | First Aid protocols have been updated to address how to manage patrons or employees with COVID-19 symptoms |
| <input type="checkbox"/> | For subcontracted First Aid services, the subcontracting organisation must provide the appropriate PPE for their employees |
| <input type="checkbox"/> | First Aid kits have been updated to include COVID-19 supplies, i.e. face masks, shields, extra gloves, etc. |
| <input type="checkbox"/> | An isolation/quarantine area has been established for individuals and their immediate party to wait while first aid and any COVID-19 assessments are completed |
| <input type="checkbox"/> | Appropriate Personal Protective Equipment (PPE) is provided for internal staff responsible for First Aid |

CHECKLIST OF GUIDELINES FOR FOOD & BEVERAGE OPERATIONS

| <input checked="" type="checkbox"/> = Yes: <input checked="" type="checkbox"/> = No <input type="checkbox"/> = Not Applicable | | | |
|---|---|--------------------------|--|
| 2. HR MANAGEMENT & TRAINING | | | |
| <input type="checkbox"/> | Employee Handbooks | <input type="checkbox"/> | All employee and HR handbooks are COVID-19 updated |
| | | <input type="checkbox"/> | Employee sick leave policies have been reviewed and updated |
| <input type="checkbox"/> | Shared Equipment | <input type="checkbox"/> | Reducing the use of shared equipment (computers, phones, radios, etc.) by staff has been considered. |
| | | <input type="checkbox"/> | Where equipment must be shared, employees wash/sanitize their hands before and after using that equipment. The high-touch surfaces on the equipment are also sanitized frequently. |
| <input type="checkbox"/> | Customer Service Heightened | <input type="checkbox"/> | Customer Service has a COVID-19 script and staff are trained accordingly including how to greet patrons with warmth and friendliness and not by contact |
| | | <input type="checkbox"/> | Staff are trained |
| <input type="checkbox"/> | Training Delivery | <input type="checkbox"/> | Training is conducted utilizing strict physical distancing and hygiene protocols |
| | | <input type="checkbox"/> | Online training modules are used as far as possible |
| | | <input type="checkbox"/> | Collaborative Training Approach taken (with Tourism/Health Authority, Association etc.) |
| <input type="checkbox"/> | Staff trained in new COVID-19 SOPS and Protocols | <input type="checkbox"/> | COVID-19 Operational Plans Policies and Procedures |
| | | <input type="checkbox"/> | COVID-19 Causes and Symptoms |
| | | <input type="checkbox"/> | Physical Distancing Measures & Interacting with staff and patrons |
| | | <input type="checkbox"/> | Respiratory Etiquette & Personal Hygiene (IPC) |
| | | <input type="checkbox"/> | New Cleaning and Disinfecting Protocols |
| | | <input type="checkbox"/> | New Food Service or altered duties |
| | | <input type="checkbox"/> | First Aid in a COVID-19 Environment |
| | | <input type="checkbox"/> | Selling skills in the new reality of social distancing (for brand staff) |
| | | <input type="checkbox"/> | Post COVID-19 Staff Counselling & Coaching |
| PHYSICAL DISTANCING | | | |
| 1. DINING IN | | | |
| <input type="checkbox"/> | Evaluation done on restaurant/dining capacity | <input type="checkbox"/> | Only groups that are distancing together are seated together |
| <input type="checkbox"/> | A temporary capacity reduction to 50% with rotational or extended dining times are considered | <input type="checkbox"/> | A reservation or call-ahead seating is implemented to better space diners |
| <input type="checkbox"/> | Floor plan is updated, where allowable, and redesigned for seating arrangements to ensure at least 6 ft (2 m) of separation between table setups. | <input type="checkbox"/> | Determine ingress/egress to and from restrooms to establish paths that mitigate proximity for staff and guests |
| <input type="checkbox"/> | Restaurants and bars are reconfigured to accommodate physical distancing with reduced seating capacity | <input type="checkbox"/> | Where 6 ft (2 m) of separation is not possible, consider other options (e.g., face coverings) and increase the frequency of surface cleaning and sanitizing |
| <input type="checkbox"/> | Where practical, especially in booth seating, physical barriers are used | | |

CHECKLIST OF GUIDELINES FOR FOOD & BEVERAGE OPERATIONS

| <input checked="" type="checkbox"/> = Yes: <input checked="" type="checkbox"/> = No <input type="checkbox"/> = Not Applicable | | | |
|---|--|--------------------------|--|
| 2. RECEPTION & PAYMENT/DEPARTURE | | | |
| <input type="checkbox"/> | Contactless hand sanitizing stations are strategically placed in the reception/waiting area for the use of patrons on arrival/departure | <input type="checkbox"/> | To avoid allowing patrons to congregate in waiting areas or bar areas they are also allowed outdoor distancing and to wait in cars |
| <input type="checkbox"/> | The re-seating floor plan that reflects physical distancing protocols is posted at the entrance for viewing of patrons | <input type="checkbox"/> | Practical physical barriers such as partitions or Plexiglas barriers are used at pay out registers |
| <input type="checkbox"/> | Floor markings are placed for physical distancing to enable patrons to stay separated while waiting for seating | <input type="checkbox"/> | Spacing between customers while in line for pay-out is indicated and maintained |
| <input type="checkbox"/> | Displays that may result in customer gatherings are avoided | <input type="checkbox"/> | An exit separate from the entrance is utilised where possible |
| 3. HEIGHTENED USE OF TECHNOLOGY | | | |
| <input type="checkbox"/> | Technology solutions are used where possible to reduce person-to-person interaction | <input type="checkbox"/> | Contactless payment options are utilized |
| <input type="checkbox"/> | Text is facilitated on arrival for seating | <input type="checkbox"/> | Contactless hand cleaning/sanitizing dispensers are placed at designated locations (for staff and patrons) |
| MANAGING EMPLOYEE HEALTH AND SAFETY | | | |
| 4. MONITORING STAFF HEALTH | | | |
| <input type="checkbox"/> | Temperature screening for staff is done on arrival at work/start of a shift. | <input type="checkbox"/> | Staff sanitize or wash hands regularly throughout their shift (minimum once per 30 minutes) |
| <input type="checkbox"/> | Staff with temperatures over 100.4 F/38 C are not allowed to work | <input type="checkbox"/> | The use of other PPEs by staff, e.g. aprons, face shield, cleaning gloves, is used where and when necessary |
| <input type="checkbox"/> | Staff are required to stay at home if they or a household member are not feeling well or exhibiting WHO-defined symptoms associated with COVID-19. They are required to consult and follow the health authority guidelines | <input type="checkbox"/> | Staff sanitize or wash hands after handling cash or credit card exchanges, touching common areas and upon serving food and drinks |
| <input type="checkbox"/> | If a staff member is sick at work, they are sent home. Their workspace surfaces are cleaned and disinfected. Other staff with close contact (i.e., within 6 ft (2 m) of the employee during this time are considered exposed | <input type="checkbox"/> | Staff are required to regularly self-monitor for symptoms of COVID-19 and are informed of and required to follow the health authority requirements |
| <input type="checkbox"/> | Staff who are well but know they have been exposed to COVID-19, are required to notify their supervisor and follow precautions set by the health authority. | | |
| 5. STAFF PERSONAL PROTECTIVE EQUIPMENT (PPE) | | | |
| <input type="checkbox"/> | PPEs are provided for staff use at work and include hair restrains, face coverings, disposable gloves, food coats/overalls shoe covers | <input type="checkbox"/> | Where possible, food production areas are rearranged so that employees are staggered on either side of the workstation in such a manner where they are not facing each other |
| <input type="checkbox"/> | PPE are always used in areas where the risk for food contamination is high especially where ready to eat food items such as salads and cooked food are prepared, displayed and served. | <input type="checkbox"/> | Providing disinfecting mats/foot baths at the entrance to the food establishment is considered |
| <input type="checkbox"/> | The number of food handlers/ employees on the floor at any one point is limited (Bearing in that this may lead to slower processing at the establishment) | <input type="checkbox"/> | Staff are organised in smaller teams and in such a manner to minimise staff interactions during work and shift change |

CHECKLIST OF GUIDELINES FOR FOOD & BEVERAGE OPERATIONS

| <input checked="" type="checkbox"/> = Yes: <input checked="" type="checkbox"/> = No <input type="checkbox"/> = Not Applicable | | | |
|---|--|--------------------------|---|
| 6. STAFF HYGIENE AND OPERATION | | | |
| <input type="checkbox"/> | Employees are trained on the importance of frequent hand washing, the use of hand sanitizers with at least 60% alcohol content. They are given clear instruction to avoid touching hands to face | <input type="checkbox"/> | Communication boards or digital messaging is used to convey pre-shift meeting information particularly where there are large staff numbers |
| <input type="checkbox"/> | Staff are aware that they must cough or sneeze with a tissue, then throw the tissue in the covered garbage bin trash and wash hands | <input type="checkbox"/> | Contact between wait-staff and patrons are limited. Wait-staff is required to wear face coverings if they have direct contact with guests |
| <input type="checkbox"/> | The number of employees allowed simultaneously in break rooms has been limited | <input type="checkbox"/> | Staff, because they have been adequately sensitised to the signs and symptoms of COVID-19, are able to identify both patrons and staff exhibiting symptoms. |
| <input type="checkbox"/> | Employee gatherings are discouraged | | |
| 7. OPERATION GUIDELINES FOR SUPPLIERS | | | |
| <input type="checkbox"/> | Third party delivery drivers and all suppliers are reminded of internal distancing requirements | <input type="checkbox"/> | Farmers are advised and encouraged to bring washed produce to the restaurant |
| <input type="checkbox"/> | As far as possible, individuals delivering food and supplies and anyone else coming on to restaurants undergo temperature checks | <input type="checkbox"/> | An area is established where food and vegetables are washed and sanitized |
| <input type="checkbox"/> | Protocols for receiving food are in place and implemented | <input type="checkbox"/> | A suppliers' delivery schedule is in place to avoid delivery congregation |
| FOOD AND BEVERAGE SAFETY | | | |
| Regulations and Certification | | | |
| <input type="checkbox"/> | Requirements of the Health Ministry/Authority are adhered to | <input type="checkbox"/> | Staff has Food Handling Certification/Licenses |
| <input type="checkbox"/> | HACCP requirements are followed for F&B safety | <input type="checkbox"/> | The recommendation that staff are Certified ServSafe professional is considered |
| Other General Measures | | | |
| <input type="checkbox"/> | Before preparing food, staff wash their hands with soap and water for 20 seconds | <input type="checkbox"/> | Food and drink are kept at the appropriate temperature required for safety and use |
| <input type="checkbox"/> | When a "grab and go" service is provided, coolers are stocked to no more than minimum levels | <input type="checkbox"/> | Lemons and unwrapped straws from self- service drink stations are removed |
| <input type="checkbox"/> | Gloves are used, as needed to avoid direct bare hand contact with ready-to-eat foods | <input type="checkbox"/> | Pastry/bakery items and other similar items are pre-bagged using appropriate bags and tongs |
| <input type="checkbox"/> | Ensure cooked foods reach the proper internal temperatures prior to service or cooling. | <input type="checkbox"/> | Expired food and drink are discarded |
| ENHANCED SAFETY AND CLEANING | | | |
| 1. RESTAURANT AND BAR FACILITIES | | | |
| <input type="checkbox"/> | Where national protocols have been required, plant/ and associated fixtures and fittings etc. have been inspected and gaps for upgrade/modification according to health protocols identified. | <input type="checkbox"/> | Adequate wall mounted sanitizer dispensers at strategic locations for use by both staff and patrons are available |
| <input type="checkbox"/> | Extensive cleaning & sanitizing of all furniture and equipment are undertaken and maintained | <input type="checkbox"/> | Hand washing stations for staff along with contactless paper towel dispensers and foot pressed bins are located at designated points for use by staff |

CHECKLIST OF GUIDELINES FOR FOOD & BEVERAGE OPERATIONS

| ✓☑ = Yes: X☑ = No -☑ = Not Applicable | |
|--|---|
| 2. HEIGHTENED CLEANING AND DISINFECTING | |
| <input type="checkbox"/> Food contact surfaces, dishware, utensils, food preparation surfaces, and beverage equipment are washed, rinsed and sanitized after use | <input type="checkbox"/> Table condiments are individually wrapped for use by each patron at the table |
| <input type="checkbox"/> Surfaces repeatedly touched by employees or patrons such as door knobs, equipment handles, check-out counters, and cart handles, etc are frequently disinfected | <input type="checkbox"/> There are procedures and equipment to ensure that cutlery and wares are properly cleaned and sanitized are in place. Pre-setting tables are avoided as far as possible. |
| <input type="checkbox"/> Seldom- touched surfaces are not-overlooked. Procedures to increase how often back-of-house surfaces are cleaned and sanitized are implemented | <input type="checkbox"/> If reusable menus must be used, they are cleaned and sanitized regularly. Paper menus are discarded after each customer use |
| <input type="checkbox"/> Ware-washing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers | <input type="checkbox"/> Approved disinfecting products that are effective against viruses are prepared and used in a safe and controlled manner according to label instructions |
| <input type="checkbox"/> Remember that hot water can be used in place of chemicals to sanitize equipment and utensils in manual ware-washing machines. | <input type="checkbox"/> Sanitizing material guidance is followed to ensure it's at effective sanitizing strength and to protect surfaces |
| ENVIRONMENTAL CLEANING/JANITORIAL SERVICES | |
| <input type="checkbox"/> Cleaning staff wear the recommended PPE including, disposable gloves and face mask for all tasks in the cleaning process and in handling trash | <input type="checkbox"/> If surfaces are dirty, they are cleaned using a detergent or soap and water prior to disinfection |
| <input type="checkbox"/> Gloves are compatible with the disinfectant products being used | <input type="checkbox"/> Diluted household bleach solutions can be used if appropriate for the surface. The manufacturer's instructions for application and proper ventilation are followed |
| <input type="checkbox"/> Gloves are removed carefully to avoid contamination of the wearer and the surrounding area (hands are cleaned after removal) | <input type="checkbox"/> For soft (porous) surfaces such as carpeted floor, rugs, and drapes, visible contamination is removed, if present and cleaned with appropriate cleaners for use on these surfaces |
| <input type="checkbox"/> Cleaning staff are required to clean their hands often | <input type="checkbox"/> Increase frequency of routine cleaning and disinfection, is in place and emphasizes cleaning and disinfecting frequently touched objects and surfaces such as water coolers, desks, countertops, doorknobs, seating, faucet handles, phones. |
| Restrooms | |
| <input type="checkbox"/> Restrooms are regularly clean and sanitized (at a minimum every two hours) | <input type="checkbox"/> Touchless paper towel dispensers and Hands-free garbage bins with covers are utilized for no touch waste disposal |
| <input type="checkbox"/> Contactless faucets and soap dispensers are provided | <input type="checkbox"/> Covered foot pressed bins are available for use |
| <input type="checkbox"/> Signage is in place to require that toilet covers are closed when flushing especially for those cleaning the bathrooms (particles can be sent airborne several feet high in the air if not closed) | |
| COMMUNICATION AND SIGNAGE | |
| <input type="checkbox"/> Signage is posted to remind patrons about physical distancing | |
| <input type="checkbox"/> Floor signs are placed to remind and encourage physical distancing | |
| <input type="checkbox"/> A signage program has been implemented to encourage proper hygiene | |
| <input type="checkbox"/> Signage is in place to encourage staff and guests to report if they have any symptom of illness | |
| <input type="checkbox"/> Information is placed at designated spots at the restaurant/bar of the COVID-19 actions of the facility e.g. frequent handwashing, frequent use of hand sanitizers, cough and sneeze etiquette etc. | |
| <input type="checkbox"/> Signage also indicating proper use and disposal procedures for mask | |
| <input type="checkbox"/> Emergency numbers are readily available and displayed | |

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