

## Hotels & Motels

Level	Actions							
<b>Level 1:</b>  <b>Small numbers of cases of H1N1 flu or ILI</b>	Distribute prevention messages to all guests when registering and to all employees	Ensure that guests and employees have ample access to soap in water and/or hand sanitizer	Emphasize prevention message of staying home when ill; send ill employees home	Offer employees paid time off to obtain flu shots for themselves and their children	Finalize COOP plans	Be prepared to isolate and provide guidance to guests who become ill with ILI while staying at your facility, requesting that they not use common areas or amenities (i.e. fitness center, pool); encourage room service for meals; refer ill guests to local health care providers as needed for care	Ensure that custodial services are appropriately cleaning frequently used surfaces	Stay informed. Sign up for alerts from the Boston Public Health Commission website, so that you have the most current guidance
<b>Level 2:</b>  <b>Significant numbers of cases or clusters of H1N1 flu or ILI and/or increasing severity of illness</b>	Emphasize prevention message of staying home when ill; send home ill employees	Modify HR policies to allow staff to remain home when ill or when caring for ill family member for 4 days w/o requiring physicians note to return to work	Implement modest social distancing measures such as closing common areas & amenities (i.e. fitness center, pool) and cancelling non-essential social events	Report any known clusters of ILI to BPHC	Upon request, assist with mass vaccination planning/execution			
<b>Level 3:</b>  <b>Widespread illness in the city</b>	Implement COOP plans including working from home, cancelling all large gatherings, and adapting work to accommodate reduced workforce	Use emergency communication network to broadcast public health messages to all employees and guests	Respond to any requests by BPHC to cancel events and close facilities					

