

SAMPLE PROTECTION CONCEPT FOR HOLIDAY HOMES

(SMALL LANDLORD WITH UP TO 10 APARTMENTS)

Update: 19 January 2022

This protection concept shows the necessary measures to be taken when renting out holiday homes. With regard to the measures explained, it is aimed at small landlords with up to 10 apartments who have not commissioned professional staff to clean them. Professional rental organisations with their own reception areas and several employees or holiday apartment complexes require their own protection concepts. This model protection concept is continuously updated and adapted to the changing federal requirements. In particular, if the existing restrictions are further relaxed, it is to be expected that further requirements based on protection concepts will follow. Please therefore always note the update date at the top of the page.

BASIC RULES ACCORDING TO BAG / SECO

The company's protection concept must ensure that the following requirements are met. Sufficient and appropriate measures must be provided for each of these requirements. The employer and the person responsible for the company are responsible for the selection and implementation of these measures.

- 1 All persons in the company must clean their hands regularly.
2. employees and other persons keep a distance of 1.5 m between each other.
3. regular cleaning of surfaces and objects after use as required, especially if they are touched by several people.
4. adequate protection of particularly vulnerable persons
5. send sick people home in the company and instruct them to follow the (self-)isolation rules of the FOPH
6. taking into account specific aspects of work and work situations in order to ensure protection
7. informing employees and other persons concerned about the guidelines and measures
8. implementation of the guidelines in management in order to efficiently implement and adapt the protective measures.

SAMPLE PROTECTION CONCEPT FOR HOLIDAY HOMES (SMALL LANDLORDS WITH UP TO 10 APARTMENTS)

BASIC RULES

The protection concept of the hotel industry as well as individual guidelines of the holiday home industry form the basis for subsequent measures.

Guidelines

Basic rules

MEASURES

In accordance with the currently valid directives of the FOPH, until further notice the holiday home may only be rented to persons living in a maximum of two different household.

Renting to mixed groups of up to 10 people who do not live in the same household is only possible if the distance and hygiene rules can be observed within the apartment. This means that each person must be able to have their own bedroom or a distance of at least 1.5 metres between beds in the same bedroom.

Access to the apartment by strangers (except guests) must be limited (craftsmen etc.). During the presence of guests, access by third parties must be avoided.

The currently valid posters of the FOPH must be hung up in a clearly visible place, either in the entrance area of the house or in the holiday apartment at the latest. Current downloads are available under

<https://bag-coronavirus.ch/>

All persons who have contact with the guests or the holiday flat on behalf of the landlord are to be informed about this protection concept and are obliged to comply with it.

The landlord is responsible for ensuring that the necessary hygiene and protective items (hygiene masks, disinfectants, disposable gloves and cleaning cloths etc.) are always available in sufficient quantities and that all persons who have contact with the guests or the apartment have access to them. The cleaning staff must be trained accordingly.

Important! On arrival, the guest must be explained the rules of conduct and made aware of the current FOPH poster.

Ask guests verbally or in writing to report any symptoms after departure or after staying in the apartment.

We strongly advise against the final cleaning of the apartment by the guests themselves, without subsequent cleaning by professionals.

1. HAND HYGIENE

Requirements

Installation of hand hygiene stations: The guests disinfect or wash on arrival hands with soap and water.

All persons (landlord, keyholder cleaning staff) which are in contact with the guests or stay in the apartment should wash regularly hands with water and soap.

Touching surfaces and avoid objects.

Measures

Guests are provided with a hand hygiene at the entrance of the holiday apartment. We recommend the use of contactless dispensers.

All persons wash themselves regularly the hands with water and soap especially before contact with guests.

In places where this is not possible hands must be disinfected.

Removing unnecessary objects, that can be touched by guests, such as magazines, business cards, guest folders in the holiday apartment etc. Laminated objects in the holiday apartment must always be disinfected after departure.

There are no newspapers, magazines or brochures in the holiday apartment that are flipped through by several people / guests.

If newspapers, magazines or brochures are laid out or given to the guest on arrival, they must be replaced and destroyed with every change of guests, i.e. at the same time as the apartment is cleaned.

Entertainment and board games should not be used and must therefore be removed.

Do not touch any personal belongings of the guest.

Use protective gloves when coming into contact with used towels and bed linen.

2.KEEP DISTANCE

Employees and other persons keep a distance of 1.5 metres between each other.

Guidelines

Distance of 1.5 m between Persons guarantee

Measures

All it takes is a smile: On a handshake at the welcome is waived.

Work with unavoidable distance under 1.5 meters

Taking into account specific aspects of work and work situations to ensure protection.

Requirements

Distance of 1.5 m is not possible actions must be observed.

Measures

If the distance, e.g. for cash transfers or contract signings cannot be complied with, the host a protective mask.

Service staff or cleaning staff who enter the apartment with the guests' consent when they are present wear a protective mask.

Shared use of the lift only by persons from the same household or by observing the distance rule, otherwise sole use. This means that guests are asked not to use a lift with other groups of people.

3.CLEANING

Regular cleaning of surfaces and objects after use as required, especially if they are touched by several people.

Requirements

Ventilation

Air circulation is essential.

Measures

The premises must be kept clean during cleaning and ensure adequate ventilation before the arrival of guests.

Surfaces and objects

Objects, which are used by several persons are touched, clean regularly.

In cooperation with the caretaker, the landlord ensures that door handles, lift buttons, Light switches, stair railings in commonly accessible areas are regularly cleaned or disinfected professionally.

Guests' keys, key cards and lift passes are disinfected at check-in and check-out.

A cleaning log must be kept of the regular cleaning of the apartment and hung up in an easily visible place. This would also be desirable in cooperation with the caretaker for the publicly accessible rooms of the property.

Cleaning

Regular cleaning and final cleaning.

The holiday apartment is basically furnished with commercial common cleaning agents according to the usual standards. A disinfection of larger surfaces such as walls and / or floors are not necessary.

Special attention must be paid: Door and window handles, light switches, bedside lamps and their switches, box and chest of drawers handles, chair backs, armrests of sofas and

covers of seat and decorative cushions must be cleaned and where possible disinfected. The handle of the toilet brush should also be disinfected - or the toilet brush replaced.

Wash towels, bath towels, bed linen, mattress protectors, kitchen linen and cleaning cloths etc. at at least 60 degrees C with a detergent containing the same detergent.

Disposable cloths and disposable gloves are preferably used for cleaning work. If fabric cloths are in use, they must be changed after each apartment.

All dishes and pans are to be washed in the dishwasher with the final cleaning of the apartment or, where this is not possible, by the cleaning staff with protective gloves by hand.

Kitchen utensils such as spice shakers, vinegar, oil; any cleaning equipment remaining in the apartment such as vacuum cleaners, brooms, etc. must be cleaned and then disinfected during the final cleaning.

All surfaces such as tables, chests of drawers, switches, screens (touch screens), keyboards, handles, rubbish lids, etc. are to be cleaned and then disinfected when the guest leaves.

Hygiene masks are to be changed after use, but at least every 4 hours, and gloves after every hour.

Waste

Avoid contact with potentially infectious waste and handle Waste safely.

The cleaning personnel wear gloves when handling waste and dirty laundry. The gloves are disposed of immediately after use and the cleaning staff wash their hands thoroughly after handling waste and dirty laundry.

Open litter bins standing around in the public areas of the house are emptied, removed or replaced by closed litter bins several times a day.

Do not manually compress rubbish bags. Hygiene masks and gloves must be disposed of in a closed waste bin.

4. DISEASED AND COVID-19

Measures

Employees or persons who are in contact with guests or the apartment, who have symptoms of illness (fever, cough, cold, sore throat), stay at home and follow the instructions for self-isolation according to the BAG.

Guests with symptoms of illness are requested to go into self-isolation according to the rules of the FOPH.

5. MANAGEMENT

Implementation of the specifications in management to efficiently implement and adapt the protective measures. Appropriate protection of particularly vulnerable persons.

Measures for landlords and cleaning staff

Face masks (e.g. surgical masks, surgical masks) are mandatory. Hands must be washed before putting on the mask and after taking it off and disposing of it. Disposable masks must be disposed of in a closed waste bin.

Disposable gloves must be changed after one hour and disposed of in a closed waste bin. Hands must be washed before putting on, taking off and disposing of the gloves.

Employees who wish to wear protective masks or gloves are instructed by a specialist on their correct use.

6. OTHER PROTECTIVE MEASURES

Measures

Special, extended protective measures apply to holiday apartment complexes and apartment buildings with wellness and spa facilities, swimming pools, saunas or steam baths. A separate protection concept is required for these parts of the business.

SUPPLEMENTARY INFORMATION

Ordinance: [Verordnung 2 über Massnahmen zur Bekämpfung des Coronavirus \(COVID-19\) \(COVID-19-Verordnung 2\) \(Transitionsschritt 3: Weitere Lockerungen\)](#)

BAG leaflet: [«Prävention von COVID-19»](#)

BAG leaflet: [«Gesundheitsschutz am Arbeitsplatz \(COVID-19\)»](#)

The FOPH's rules of behaviour and hygiene: [Verhaltensregeln, Plakate, Videos](#)

Gastrosuisse: [Branchen-Schutzkonzept Gastgewerbe unter COVID-19](#)

HotellerieSuisse: [Massnahmen und Konzepte für Hygiene und Schutz im Betrieb](#)

Coronavirus: Bundesrat verlängert Massnahmen

19.01.2022

Bis 31. März gilt weiterhin schweizweit:



Verschärfung Zertifikatspflicht drinnen

Kultur, Freizeit, Sport, Restaurants, Veranstaltungen



Wo Maskenpflicht/Sitzpflicht bei Konsumation nicht möglich
(z.B. Discos, Hallenbäder, Bars, Intensiver Sport, Blasmusik)

Draussen: Veranstaltungen
mit mehr als 300 Personen



3G Geimpfte, Genesene
und Getestete

2G Geimpfte und
Genesene

2G+ In den letzten 4 Monaten Geimpfte/Genesene
oder Geimpfte/Genesene mit negativem Test

Sitzpflicht bei
Konsumation



Treffen im Freundes- und Familienkreis

10 Maximal 10 Personen, wenn
mindestens eine ungeimpfte und
ungenesene Person dabei ist

Drinnen maximal
30 Personen (2G)

50 Draussen maximal
50 Personen



Homeoffice-Pflicht bis Ende Februar

Wenn nicht möglich:
Maskenpflicht, falls mehr
als eine Person im Raum



Maskenpflicht an der Sekundarstufe II

In mehreren Kantonen gelten strengere Regeln



Kontakte
minimieren



Regelmässig
lüften

Impfen
lassen

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra
Swiss Confederation

Bundesrat
Conseil fédéral
Consiglio federale
Cussegl federal
Federal Council

CONCLUSION

This document has been communicated and explained to all employees and all persons who are in contact with guests or the apartment.

Update: 19 January 2022

Person in charge: _____

Signature: _____

Place, date: _____