

COVID-19 Health and Safety Procedures

Last updated: September 22, 2021

Welcome to Hacienda Siesta Alegre. In consideration of the new realities of COVID-19 and ongoing regulations and requirements, we are outlining the steps we have taken to ensure the safety and health of our staff, guests and visitors. These are based on the Protocols for Health and Safety implemented by the Puerto Rico Tourism Company, under the executive order of the Governor of Puerto Rico and recommendations of the CDC and EPA. They are subject to change upon new guidance.



General Requirements

- **Masks.** The use of masks is required for unvaccinated guest or minors under twelve (12) years old at **all times** in public areas except when drinking or food is being consumed. If you do not have one, we will provide you with one. **We reserve the right to refuse the entrance of any guest to the facilities or reject services if the mask policy is not observed.**
- **Hand Sanitizing Stations.** Through the Hacienda you will find “hand sanitizer” available for your use. We encourage you to wash your hands frequently.
- **Physical Distancing.** Maintain the required physical distance of **6 feet between people.**
- **Footwear.** Visitors must always wear some type of footwear when using facilities located within the public areas.
- **Enhanced Cleaning, Disinfection, and Protocols.** Staff have been trained in the new required protocols. Public areas are disinfected with EPA and FDA approved products frequently.

Rooms

- **Refrigerators:** There are small refrigerators in each room that have been cleaned and disinfected. These can be stocked with beverages by ordering in advance.
- **Laundry.** Staff is following CDC high level infection control procedures to collect, wash and disinfect laundry and textiles.
- **Daily Cleaning:** In order to minimize entrance into guestrooms and possible contact with guests, in-room cleaning will no longer be conducted during your stay. Bed linens will be changed only by request. Place your dirty linens and garbage outside your door every morning using the provided bags.

Check-in

- **Presentation of Vaccination Card or Negative Results for Covid -19.** Each guest over twelve (12) years old must present proof that they are fully inoculated with a vaccine approved by the FDA or negative Covid-19 result (PCR or antigen) performed within a maximum of 72 hours prior the check in.
- **No Visitors.** You may not receive visitors during your stay. Only registered guests are permitted upon check-in.

Check-out

- Inform the office about your check-out plans so that bills can be ready at the expected check out time. Once ready to check out, please call the office at 787-887-7500, to complete the check-out process by phone. If there is a physical key, it can be left at reception.

Pool

- Maintain social distancing of six feet from non-household members to the extent possible and not to engage in any unnecessary physical contact in the pool.
- Wash hands often or use sanitizer upon entry into the pool facility.
- Disinfecting wipes and hand sanitizing station is available for your use at the pool
- We are cleaning the pool and furniture with EPA approved cleaning agents.
- Do not share towels with other guests- we will provide additional towels upon request.

Breakfast

- Guests are encouraged to wash or sanitize their hands before seating
- Related diners (i.e. family members, couples) can be seated together at one table
- Tables and seating areas have been spaced with a minimum of 6 ft. distancing.
- All place settings, cutlery, and condiments will be brought to you once seated.

Weddings/Events

- **Presentation of Vaccination Card or Negative Results for Covid -19.** Each guest over twelve (12) years old must present proof that they are fully inoculated with a vaccine approved by the FDA or negative Covid-19 result (PCR or antigen) performed within a maximum of 72 hours prior the check in.
- **Masks.** According to the recent Executive Order, the use of masks is required for **unvaccinated guest or minors under twelve (12) years old at all times.** In case that the event has **50 guests or more, all guests are required to use the mask at all times (vaccinated or unvaccinated).** Exceptions: Guests are allowed to remove their mask at the time of consuming food or drink. If you do not have one, we will provide you with one. **We reserve the right to refuse the entrance of any guest to the facilities or reject services if the mask policy is not observed.**
- You agree to voluntarily assume the risks of exposure and infection and relieve Hacienda Siesta Alegre from any liability.
- Minors of under twelve (12) years old are **not allowed** in any event of 500 guests or more.

Wellness Check for all attendees

- If you or a member of your family begins to feel unwell during your event it is important that you notify the paramedic to help you seek medical attention immediately.
- They will be making you fill out a safety sheet.

Timing of Event

- According to the recent Executive Order, we are ordered to close all operations from 12:00am until 5:00 am. **The event must end before 11:00 pm so that all our employees and clients arrive safely at their respective homes.** This can result in a fine of up to \$ 5,000 or up to 6 months in jail. **The communal areas will close at 11:00 pm.**

The Bar (as operated by Hacienda Siesta Alegre)

- When ordering at the Bar, each guest must keep the **6 feet away.**
- Items such as napkins, straws, glasses, ice, and condiments will not be accessible. The bartender will be in charge of providing them.
- Self-service beverage stations are allowed as long as diners do not use communal utensils or dispensers. Glasses must be clean and unused. Diners alone they can touch their glass. They are not allowed to touch the machine, buttons, vase handle, jug or dispensing unit.

- Acrylic screens have been installed along the bar.
- The bartender will be constantly disinfecting the bar surface.
- Disposable cups are available; any glasses used are single-use and will be washed and disinfected using a dishwasher machine with the appropriate temperature and cleaning products for proper disinfection.

Vendors (Catering & Crew, Photographer, Wedding Coordinator, DJ or Band, Officiant, Decorator etc.)

- **Each vendor and/or employee must present proof that they are fully inoculated with a vaccine approved by the FDA or negative Covid-19 result (PCR or antigen) performed within a maximum of 72 hours prior the event.**
- **Each vendor must submit their safety protocol to Hacienda Siesta Alegre prior to Event.**
- **Each vendor is responsible for ensuring that their employees are following all appropriate protocols.**
- All employees must follow all protocols of proper protective gear, washing hands, etc.
- Wedding coordinator will implement a reminder for the use of masks the hand wash for 20 second every 60 minutes during Event.

Catering-related:

- Buffet style food, salad bar or self-service is not allowed. Only À la carte service is allowed, unless an employee serves food directly to a clean, unused plate and have it an acrylic or glass barrier to separate food from the reach of diners.
- All management and kitchen staff must review the guidelines established by the Administration of Food and Drug Administration (FDA) in the manual Managing Operations in a Foodservice Establishment.
- The 4 key steps in the safe handling of food established by the FDA must be followed: Clean, Separate, Cook, and Refrigerate. Personnel should clean and disinfect all equipment and surfaces that have come into contact with food and kitchen tools and repeat the process after doing any task (FDA). Cutting boards, mixers, racks, and cabinet tops should be washed and disinfected after each use.
- All personnel in the kitchen and operational areas must wear masks, disposable gloves, and hair nets. This equipment must be provided by the vendor.

Protocol for handling a suspected COVID-19 case

- If you or a family member begins to feel unwell during your visit, we must be notified immediately to assist with medical attention.
- Enhanced room cleaning and disinfection protocols will be implemented for situations in which there are confirmed or suspected guests with COVID-19, including a close down of the rooms the guests were staying in until properly managed.

Thank you for your understanding and compliance!

Gregory Jackson; 787-887-7500; greg@hsa-email.com; PRTC registered Innkeeper 0166360-0035

This short-term rental's Innkeeper is registered at the Puerto Rico Tourism Company and follows the Health and Safety measures enacted in May 2020. A copy of the Health and Safety measures can be found at <https://prtccovid19.com/>. If you find that this property is not in compliance with the established standards, please reach out to the Puerto Rico Tourism Company (PRTC) via email to: strhealthandsafety@tourism.pr.gov. Include the location, Innkeeper number and description of the concern. The PRTC will get back to you to process your claim and get more information.