



City of Myrtle Beach
SOUTH CAROLINA
City Manager's Office

April 30, 2020

Emergency Executive Order #8: Requiring Accommodations Businesses to Implement Reasonable Steps to Comply with Sanitation and Hygiene Guidelines.

1. **Purpose** - The purpose of the Emergency Order is to protect the health and safety of Myrtle Beach residents and visitors by requiring accommodations businesses in the City of Myrtle Beach to take all steps reasonably necessary to minimize the spread of COVID-19.
2. **Soft Opening Period** – For the period of May 1 – May 15, accommodations businesses may operate with the reservations on their books as of the effective date of this Order. For the purposes of this Order, accommodations shall include hotels, motels, condo hotels, rental properties, inclusive of private management companies and Airbnb, VRBO style lodging, plus public and private campgrounds.
3. **Sanitation and Hygiene Measures** – Effective May 1, 2020, accommodations businesses shall implement all reasonable steps to comply with applicable sanitation guidelines, including future guidelines, promulgated by the CDC, DHEC, or any other state or federal public health official, including but not limited to measures outlined below, where such measures would not create an undue hardship for the individual business. For purposes of this Executive Order, “undue hardship” shall mean an action requiring significant difficulty or expenses as it relates to the individual business, taking into account the following factors: the nature and the costs of the measure at issue, the financial resources of the business, the type of operation of the business, the availability of material and supplies to implement the measure, and the impact of the measure on the operation of the business. A guest’s failure to adhere to the measures implemented by the business hereunder shall not subject the business to a violation of this Executive Order. In addition to the sanitation and hygiene requirements, accommodations businesses are also subject to Governor McMaster’s Executive Orders.
 - a. **Guest Arrival:**
 - Accommodations businesses should post signage at each public entrance to inform team members and guests that they should:
 - Avoid entering if they have a cough, fever, or generally feel unwell.
 - Maintain a minimum separation of at least six feet in accordance with social distancing guidelines.
 - Sneeze/cough into a cloth or tissue.

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- Not shake hands or engage in any unnecessary physical contact.
 - Wear facemask or other facial covering.
 - Accommodations business should display posters instructing guests of check-in procedure to:
 - Ensure that social distancing practices are followed.
 - Encourage hand and respiratory hygiene.
 - Otherwise post tips on stopping the spread of the virus.
 - Ensure adequate air circulation.
 - During periods of low to medium occupancy, guests should be assigned non-adjacent rooms whenever possible.
 - Limit bellman and valet services to handicapped persons with placard or government issued handicap credential and persons requiring assistance because of advanced age. Bellmen should not travel to the guest room with the guest, but deliver luggage either before or after guests arrive to their room. Bellmen and valet should wear a facemask or other facial covering when interacting with guests and either wear gloves while carrying bags or parking/retrieving cars or sanitize their hands before and after performing the requested service.
 - Areas where guests check in should be no closer than six feet to the next closest check in area.
 - Front desk areas should have clear floor markings to indicate proper spacing distances from other guests.
 - Front desk team members and other lobby personnel, should wear face masks as protection for both themselves and guests.
 - Install plexiglass partitions at each front desk/check in station.
 - Assemble arrival packets in advance to limit the number of items passed between team member and guests.
 - Require adult guests to provide driver's license or other proof of residency to ensure compliance with Governor's Executive Order prohibiting reservations to persons from any country, state or geographic area subject to or identified in a CDC travel advisory or other CDC notice as a location with extensive community transmission of COVID-19.
 - Sanitize plastic key cards both before and after each guest use.
 - Remove all magazines, newspapers, promotional pamphlets, or other similar literature from common areas.
 - Install hand sanitizer stations in all public areas, at the most heavily used entrance/exits, outside lobby elevators, and on each floor.
- b. Guest Elevator Use Elevators:
- Guest elevators should not be occupied by more than one person at a time unless multiple occupants are part of the same party or family.
 - All guests should wear facemasks or face protection while occupying elevators for their safety and the safety of others.
- c. Cleaning Procedures – each accommodations business shall:
- Create a list of high-touch surfaces requiring routine disinfecting and environmental cleaning (e.g. workstations, countertops, handrails, doors and door knobs, bathrooms, breakrooms, elevators and other common areas). Such surfaces shall be disinfected hourly.

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- Maintain a logbook of the cleaning/disinfection regiment including date and time cleaning was performed and the initials of the employee performing the cleaning.
 - Require cleaning employees to wear gloves; clean surfaces with soap and water if dirty before disinfecting; use EPA-registered household disinfectants, diluted bleach, or alcohol solutions; and provide disposable wipes for wiping down commonly used surfaces.
 - Provide no-touch trash bins for guest and staff use.
- d. Food & Beverage - Until further Order of Governor McMaster, restaurants are to remain closed to dine-in services. If in-house restaurants offer delivery or curbside pick-up, the following sanitation measures should be implemented:
- Use of single use disposable plates, bowls, cutlery and cups.
 - Use of single use disposable menus to be thrown away after each use.
 - Persons assisting in the food preparation shall wear facemasks and gloves.
 - If food is delivered, delivery person must wear a facemask and gloves.
- e. Pool Areas - Until further Order of Governor McMaster, pools shall remain closed.
- f. Accommodations Business Team Member Practices:
- When entering the building employees should avoid congregating, and should always keep at least six feet between each other.
 - Each business will issue each team member a facemask or other suitable facial covering to be worn at all times while team member is at work.
 - Employees should be scheduled to arrive and depart at staggered times.
 - Service elevators are restricted to one person.
 - Work spaces should be assigned so that team members can maintain at least six feet separation.
 - Inform team members that, if supplies run low, they are to contact the department manager to bring supplies to the workspace.
 - Authorize team members to eat lunch at his/her work station.
 - Promote etiquette for coughing, sneezing, handwashing, and the avoidance of face touching, and handshaking.
 - Post reminders and tips in all employee only areas about slowing virus spread through proper hygiene.
 - Discourage workers from sharing resources or other work tools or equipment, whenever possible.
- g. Monitoring Team Members for Symptoms - each accommodations business shall:
- Separate sick or symptomatic employees from other team members and customers. These employees should be immediately sent home. Areas visited by such employees should be immediately cleaned and disinfected.
 - Monitor employee's symptoms, especially fever. If a team member needs to take simple medications (e.g. acetaminophen, ibuprofen, or aspirin) his/her temperature should be taken beforehand.
 - Do not allow team members to come to work if they feel sick. Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation is met, in consultation with healthcare providers and state and local health departments.

- 1 • Implement non-punitive leave policies so that employees do not feel
- 2 pressured to come to work if they are sick. Remind team members to
- 3 report any illness to a manger/supervisor, especially if sick with fever,
- 4 cough, muscle aches and pains, sudden changes in smell or taste, sore
- 5 throat, and/or shortness of breath.
- 6 • If a team member is confirmed to have COVID-19, employers should inform
- 7 fellow team members while maintaining confidentiality. Employer should
- 8 instruct fellow employees about how to proceed based on CDC Public
- 9 Health Recommendations for Community-Related Exposure.

10 h. **Training** – Each business shall:

- 11 • Provide training for every staff member on the requirements and
- 12 expectations of this Executive Order.
- 13 • Train managers and supervisors to spot symptoms of COVID-19 and to be
- 14 clear on relevant protocols.
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16 **3. Myrtle Beach Coronavirus Recovery Task Force**

- 17 • Membership to be appointed by (May 12, 2020):
 - 18 ▪ Medical Provider Representative.
 - 19 ▪ City of Myrtle Beach Fire Chief.
 - 20 ▪ City of Myrtle Beach Police Chief.
 - 21 ▪ Hotel Owner or Manager.
 - 22 ▪ Restaurant Owner or Manager.
 - 23 ▪ City Convention Center Director.
 - 24 ▪ Retail Business Owner or Manager.
 - 25 ▪ Amusement/Attraction Owner or Manager.
 - 26 ▪ Small Business Owner/Manager.
 - 27 ▪ 3 Myrtle Beach Residents:
 - 28 ○ South End Resident (south City limits to 7th Avenue North).
 - 29 ○ Center City Resident (7th Avenue North to 29th Avenue North).
 - 30 ○ North End Resident (29th Avenue North to north City limits).
- 31 • Task Force Responsibilities:
 - 32 ▪ To review the effect of this and all previous and subsequent Executive
 - 33 Orders, especially with respect to:
 - 34 ○ The health of our residents and visitors.
 - 35 ○ Local capacity to provide adequate medical treatment and facilities.
 - 36 ○ The supply of necessary commodities including food, medical
 - 37 supplies, and other essential materials.
 - 38 ○ Local economic conditions.
 - 39 ○ Enforcement of existing laws, Governor’s Executive orders, and City
 - 40 Executive Orders impacting the recovery efforts.
 - 41 ▪ To make recommendations to City Council regarding future phases of
 - 42 recovery.
 - 43 ▪ Other issues as assigned by City Council.
- 44 • Meeting and Reporting Requirements:
 - 45 ▪ The Task Force will be expected to meet as needed and as called by the
 - 46 Committee Chairperson.

- 1 ▪ The Task Force will be expected to report to City Council at each City Council
- 2 Meeting until the expiration of the Civil Emergency. At each meeting the
- 3 Chairperson (or other designated member of the Task Force) shall report
- 4 new developments and concerns to City Council along with relating to the
- 5 city's economic recovery efforts.
- 6 ▪ The Task Force shall conduct all meetings and dealings in conformance with
- 7 the South Carolina Open Meetings Law.

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10 **4. Enforcement of Executive Order** - A person who fails to comply with this Executive
11 Order shall be guilty of a civil infraction, punishable by a fine of not more than \$100.
12 Each day of a continuing violation of this Executive Order shall be considered a separate
13 and distinct offense. In addition to the fines established by this Section 6, repeated
14 violations of this Executive Order by a person who owns, manages, operates or
15 otherwise controls a business subject to this Executive Order may, subject to all
16 procedural protections set forth in the Myrtle Beach City Code, result in the temporary
17 suspension of any occupancy permit or business license issued to the business where
18 the repeated violations occurred. Repeated violation of this Executive Order may also
19 be abated as allowed by the Myrtle Beach City Code and/or the laws of this State.

20 The foregoing notwithstanding, law enforcement shall seek voluntary compliance. For
21 the purposes of this Executive Order, "person" shall be defined as any individual
22 associated with the business who has the control or authority and the ability to enforce
23 the hygiene and sanitation requirements of the Executive Order within the business,
24 such as an owner, manager or supervisor. "Person" may also include an employee or
25 other designee that is present at the business but does not have the title "Manager",
26 "Supervisor", etc. but has the control or authority and the ability to ensure that the
27 requirements of the Executive Order are met while the business is open to the public.

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29 Accommodation businesses are required to maintain such records as necessary to
30 document compliance with this Executive Order.

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32 **5. Duration of Executive Order** – This Executive Order, and any subsequent amendment,
33 shall remain in effect until rescinded by the City or subsequent Executive Order, or the
34 expiration of the Declaration of Civil Emergency, whichever is first.

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37 Approved By:  Date: April 30, 2020 Time: 12:55 P.M.
38 John Pedersen, City Manager
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