



## COVID-19 HEALTH & SAFETY POLICY

Our Hotel aims to protect health and safety of our guests, visitors, contractors and employees, which is always our top priority.

Management and staff are highly committed towards COVID 19 health & safety policy. We have implemented the guidelines and will continuously monitor and update these to fulfill the requirements as per Ministry of Health and Prevention, as we move forward in the fight against the spread of corona virus.

We are carrying out additional cleaning and sanitizing procedures throughout the hotel including, but not limited to public areas, guest rooms, outlets and back of house areas. Our housekeeping team is using approved chemicals, disinfectant sprays, sanitizers and steam treatment

Our hotel is committed to follow the new guidelines of cleaning, disinfection and social distancing. All guest, visitors, contractors entering our premises are asked to use face mask in all public areas.

We will continue to provide hand sanitizers, at hotel lobby, reception, lift landing areas and other public areas for guest use. This policy will be communicated to all employees, stakeholders and encourage their support. The policy will be reviewed periodically for continuous improvements.

Required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

### General hygiene rules:

- Wash your hands regularly. Wear mask, gloves and use the sanitizers. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Always maintain social distancing rules.

### Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, request sick leave or work from home. If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery or as per MOH guidelines.

### Work from home requests:

- If you are feeling ill, if you have recently returned from areas with a high number of COVID-19 cases, if you've been in close contact with someone infected by COVID-19, If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

### Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice. In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and business meetings). If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we will ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

Signature: \_\_\_\_\_

Approved by: Your Name  
Your Title