
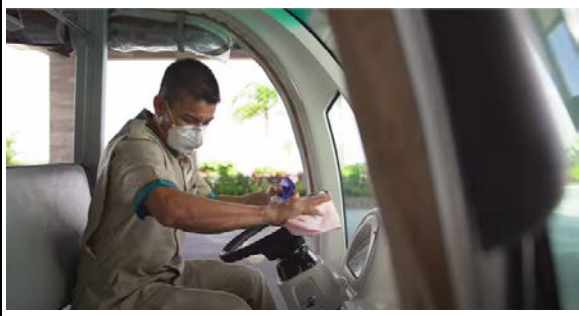


COVID-19 Preventive Guidelines

	<p>Take staff temperature prior to start of shift.</p>
	<p>Ensure all personnel entering the building sanitises their hands prior to start of shift</p>
	<p>Provide adequate PPE (Personal Protection Equipment) such as gloves, masks, face shields, Aprons, Hazmat suits Ensure equipment is clean and changed frequently</p>

Guest Arrival Procedures

	<p>Clean all contact surfaces every 30 min. Door handles, reception counter, chairs, light switches etc.</p>
	<p>Clean guest luggage prior to delivering to the room</p>



Pay attention to transportation vehicles. Clean before and after each use  
Clean all contact surfaces, steering wheel, door handles, seats, safety belt and buckles ...

### Reception Areas



Provide adequate social distancing markers and other signage to ensure visual reminders



Consider a reception counter screen



Each guest should complete a health declaration

## Guest Room Procedures



Follow guest room cleaning procedures step-by-step guidelines  
Ensure family members are adequately protected wearing using the correct PPE



Emphasize disinfecting touch points



Steam vacuum the mattress to kill any lingering bacteria



Use an electro-static mister and spray cover all guest room areas.



Clean and spray airfilters after each check-out



Clean and spray AC grilles

## Guest Room Procedures

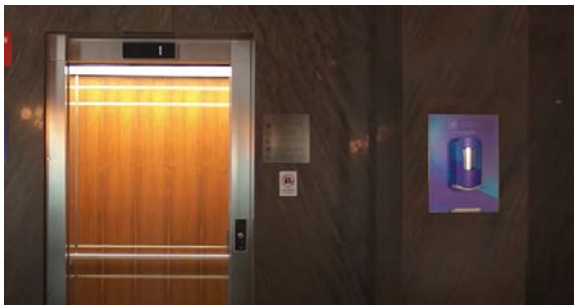


Consider PPE amenity kits with hand sanitiser, mask, gloves as a guest room item

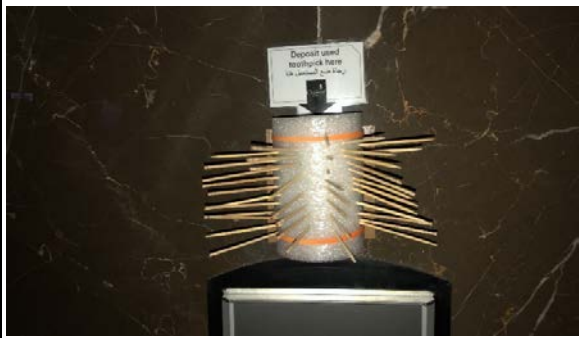
## Elevators



Social distancing should be observed inside elevators

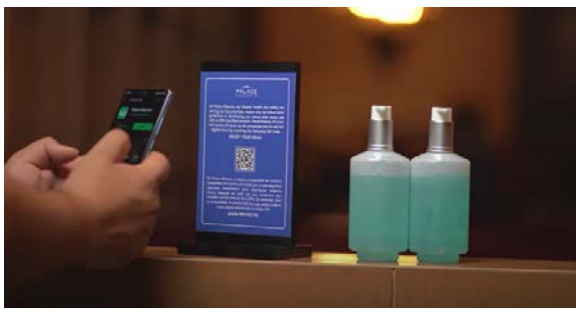


Place hand sanitizing stations at strategic locations around public areas



Provide toothpicks for use when pressing elevator buttons

## Restaurants & Kitchens



Wipe/ disinfect menus after each use

Provide QR code for menu download on mobile devices



Place a 30-minute timer in the kitchen as a reminder for all family members to wash their hands

## Receiving



Use electro-static misting system to disinfect all goods prior to accepting into the stores and kitchens

