

# SUMMARY OF THE BIOSAFETY PROTOCOL TO COVID-19 HOTEL ENTRY

Any person entering the hotel must comply with the following processes:

- Wear a mask. If you are not in possession of one, we will supply you with one.
- Footwear disinfection in footbaths.
- Disinfection of hands with wet wipes and gel alcohol.
- Temperature control. If someone has flu symptoms or fever symptoms greater than or equal to 37.5 ° C, they should undergo a health evaluation.
- Luggage will be left at the door for proper disinfection by our staff.

### CHECK IN AND CHECK OUT

The registration of entry and exit will be made without contact and maintaining social distance.

- Guests who enter for check-in must sign a document certifying that they are in good health and undertake to notify the hotel if, within fifteen (15) days after the date of check-out, they present any health event related to COVID-19.
- At the hotel reception, the guest's name will be identified in order to give them the
  only access key their room, the same one that they can keep throughout their stay. The
  keys and access cards are disinfected before handing them over to the guest.
- In order to streamline processes, all personal data is requested in advance so that only the registration card signature will be necessary, which will be done directly when the guest is in the room.
- To avoid further contact with the receptionist on duty, upon entering the room, the guest will receive a phone call, indicating all the information of interest to the hotel, and answering any questions raised during registration.
- In case of check out, a statement will be sent to the personal email indicated at the beginning of the stay. Otherwise, the guest can opt for any of our available online payment platforms so that the outstanding balance can be canceled prior to leaving the hotel. Likewise, all invoices and / or sales tickets will be sent by email.





# **COMMON AREAS**

- The common areas and areas of operations of the hotel are continuously cleaned and disinfected. In addition, general spray disinfection is performed once a day.
- All frequent contact points in public areas such as: door handles, elevator buttons, railings, etc., are cleaned daily and continuously disinfected throughout the day.
- The capacity of each social space in the house was reduced, in such a way that the requirements for distance between people are met.
- The capacity of the elevator has been limited so that it is for personal use in the cabin.
- Liquid soap dispensers, disposable towels, and gel alcohol are available in all public restrooms.
- In all areas of the hotels, alcohol gel is available for continuous hand hygiene.

# **ROOMS**

Our rooms were subjected to a review process, in which all those elements that could represent risks for the transmission of the virus were removed.

- We have removed non-basic stationery from the rooms.
- For each room that will receive a new guest, a complete spray disinfection process is carried out and it has been ventilated for a period greater than 24 hours.
- We have included among our amenities, gel alcohol and wet wipes in each room.
- The controls for TV, decoder, telephones, and air conditioning are delivered clean and disinfected.

#### FOOD & BEVERAGE

- At the moment, only breakfast service and tea time are offered, in silver.
- All the kitchenware and tablecloths have been properly washed at a temperature of not less than 60°C/140°F, to achieve proper disinfection.
- All unnecessary stationery has been removed within the social spaces, the restaurant menu can be read through a QR code.





There are protocols for kitchen, restaurant and room service personnel to wash and
disinfect their hands every time they serve food or touch items related to it. All food
production processes are done under strict food safety measures.

## HOTEL PERSONEL AND PROVIDERS

- The service areas for employees have been adapted in order to guarantee that they can fully comply with biosafety protocols.
- All the uniforms of our staff are washed and disinfected in the hotel laundry, they are delivered in sealed packaging along with their daily personal protective equipment.
- All personnel have the appropriate personal protection elements for the work they carry out (masks, gloves, caps, etc.). Likewise, they are properly trained in the use, handling and replacement of these implements, to guarantee optimum hygiene.
- Upon entering their work, all employees are monitored for temperature and random checks are made throughout the day.
- Screenings and serological tests will be carried out biweekly, and a symptom control report will be kept by our staff.
- All staff have received training on prevention measures, mainly with regard to hand washing, social distancing and the use of protection elements. Both at work, at home and when traveling between the two places.
- All supplies, supplies and materials are properly disinfected before being admitted to the hotel facilities.
- Any incoming provider must undergo temperature control and disinfection procedures.

## CONTROL AND VERIFICATION PROCESSES

- In the event that a visitor or employee is suspected of a possible contagion, procedures have been established for their isolation in a safe area to provide immediate medical assistance.
- In the event of detecting someone with a positive sign of COVID-19, there is a protocol for monitoring and crossing information to identify possible contacts and areas





- where the person may have been. Likewise, there are disinfection procedures for all potential contagion danger areas.
- Processes for verifying compliance with protocols and procedures have been developed. For this purpose, a Head of Health and Safety at work has been appointed, who, in turn, has delegated staff in each of the areas of the hotel to report any inconvenience.

