

## In response to the Novel Coronavirus(COVID-19)

### **【Public Area】**

- Hand sanitizer is now available at the entrance, restaurants, banquets and washrooms.
- Disinfectants are regularly used during cleaning, especially doors, elevators and banisters.
- Guests shall be advised to practice social distance in the elevators and public area.

### **【Stay】**

- Splash-proof board will be installed in the reception. (June mid)
- The staff will be wearing masks as a precautionary measure during service duty in the hotel.
- When checking in and checking out, we request only representative person to wait in line.
- Contactless process by cash tray is encouraged at the time of payment.
- Housekeeping shall not enter a guest room during a stay unless specifically requested by guests.
- When cleaning rooms after departure, Disinfectants are used on doorknobs, TVs, remote controls, fridge etc. with opening the windows for ventilation.

### **【Staff】**

- Masks are distributed to all staff and they are required to wear them during commuting and working.
- Thorough hand sanitizing, proper hand washing and mouth washing are practiced during working
- Regular disinfection is used at the back space, opening the door and the windows for ventilation.
- Staff exhibiting symptoms of a fever or cough shall stay home and instructed medical attention.
- Nonessential and non-urgent business trip or meeting with unspecified large number of people are encouraged to avoid.

### **【Request to guests】**

- In consideration of the health of every guest, please practice proper hand sanitization at the entrance.
- You may be checked your temperature and health condition.
- If you are experiencing a fever or feeling unwell, please refrain from visiting. We apologize for the inconvenience.
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※Please note that the above measure may change without notice. We are following the guideline by public health authorities. We apologize for any inconvenience this may cause. Thank you for your cooperation and understanding.