



GUESTHOUSE HYGIENE RULES – ADENDUM COVID19

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OWNER:	Mari Kotze	DATE:	19/06/2020
REVIEWER:	Donovan Ackermann	PAGE #	Page 1 of 3

COVID19 INFORMATION

COVID19 is the name given to the "Novel" or new Corona type virus that was first identified in Wuhan, China in January 2020.

The virus spread from person to person via direct contact or virus droplets from coughing or sneezing. These droplets of virus can survive on the surfaces they settle for up to 3 days.

Signs of infection with the virus includes fever, respiratory problems (shortness of breath or difficulty breathing) & coughing.

If any person has come into contact with the virus, or suspect that they have come into contact with a possible carrier (even if the person has not yet tested positive for COVID19). Immediately inform management via radio / cellphone and go home to self-isolate.

If any person experiences the above symptoms, immediately phone the COVID19 National hotline (0800 029 999) or the Provincial hotline (021-928 4102) for assistance with getting tested and hospitalization if needed.

Limiting contact with possible carriers of the virus and cleaning and sanitizing of contaminated surfaces as well as regular washing and sanitizing hands are the most effective measures of preventing the spread of the virus.

GENERAL ACTIONS

In line with national control measures to curb the spread of the COVID19 virus, Rickety Bridge and Basse Provence Guesthouse's has implemented the following control measures as from 19/06/2020:

- Safety Protocols for staff, Guests and service providers as provided by FEDHASA
- Staff, Guest and service providers screening on arrival
- Staff provided with updated information regarding COVID-19 through notice board and posters
- Safety Training for all the staff
- PEE equipment for staff



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- Handsfree sanitizing stations
- Space segregation is practiced.

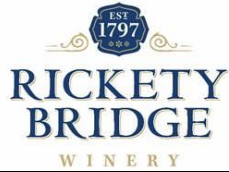
HYGIENE ACTIONS INSIDE THE GUESTHOUSE

- Staff

- Wash hands regularly with water and soap for at least 20 seconds and use hand sanitizer - after lunch, going to the toilet, coughing or sneezing and on entry into the Guesthouse.
- Temperature checks in the morning and filling in of questionnaire
- Refrain from shaking hands or hugging co-workers and rather greet while keeping a safe distance from each other, or using the elbow or foot greeting.
- While working and when on lunch refrain from standing or sitting right next to each other, but try to keep at least 1-1.5m distance between you and your colleagues.
- When coughing or sneezing, cover your mouth / nose with your elbow or disposable tissue (immediately discard tissue in closed waste container), wash hands.
- Immediately report any fever, cough or respiratory symptoms to manager and Health and Safety officer and get tested and isolated.

- Check in/ Rooms/ Kitchen / Breakfast area / delivery of goods

- All Guest and suppliers will be required to wear facemask, sanitize their hands-on arrival at the Guesthouse, fill in questionnaire, and do a temperature check.
- Right of admission will be reserved, for instance if clients are symptomatic, or have a temp above 37.5 C.
- All surfaces to be cleaned and sanitized on regular intervals



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- Hand sanitizer widely available throughout the Guesthouse
- Guest can pre-order drinks and snacks for room from digital menu
- Breakfast needs to be pre-ordered from digital menu
- Guest need to book time slot of when to eat
- Tables 1.5m apart in dining room or Guest can enjoy Breakfast at outside tables
- Credit card machines are sanitized, and we encourage digital payments such as Snapscan
- All rooms, dining areas undergo a deep clean and sanitizing as soon as Guest leave
- Staff will be allocated to clean all touch point regularly with disinfectant and sanitizer