

# Main Initiatives of KYOTO CENTURY HOTEL

Precautions regarding Public Spaces:

#### 1. Provision of alcohol-based disinfectants

Disinfectant is provided in lobbies, restaurants and restrooms of the hotel for the sanitation, usage and convenience of our guests and visitors.

#### 2. Enhanced ongoing disinfection

Alcohol-based disinfection is conducted continuously at places and on surfaces that are frequently touched by the public, such as door knobs, doors, escalator handrails, elevator buttons, and restroom doors.

#### 3. The wearing of masks when serving guests and customers

For the maintenance of health, safety and public hygiene, hotel personnel will wear masks when serving guests.

#### 4. Establishing the health status of guests

Upon check-in, our staff will fill out a questionnaire on the health status of all arriving guests and record their journey transit points up to arrival at the hotel.

#### 5. Temporary closure of restaurant change business hours

1) All Day Dining [La Jyho]

Breakfast: Will be closed from 2nd March (Mon) until further notice.
Will be served at Italian Restaurant [SCALAE] at THE THOUSAND KYOTO.

Lunch and Dinner: Will be closed from 6th March (Fri) until further notice. Dessert Buffet: Will be closed from 30th March (Mon.) until further notice.

% A la carte and drinks will be served at Café & Bar  $\ensuremath{\mbox{TEA&BAR}\mbox{}\mbox$ 

2) Main Bar  $\lceil ESSEX \rfloor$ 

Will be closed from 11th April (Sat.) until further notice.



# **Employee Initiatives**

## 1. Wearing of masks when commuting to and from work

KYOTO CENTURY HOTEL employees are provided with masks which they are required to wear when commuting to and from work.

### 2. Physical examination upon arrival at work

At our employee entrance, each employee's body temperature is thermometer measured and their hands thoroughly disinfected. Any employee with a fever of  $37.0^{\circ}$  C or higher or who is not in good physical condition is required to convalesce at home as further needed to recover.

# 3. Alcohol-based disinfectant for back-offices and other employee facilities

Alcohol-based disinfectant is provided for use by employees using a back-ofthe-house office and when leaving restrooms.

# 4. Managing personnel in poor physical condition

A code of conduct for staff in poor health and a system for overseeing and managing the health of employees have been introduced.

# 5. Refraining from attendance at all nonessential and nonurgent assemblies and meetings

Employees are prohibited from making nonessential and non-urgent business trips and from overseas travel, and are requested to refrain from attending gatherings and events where unspecified large numbers of people gather, including workplace dinners and meetings.

# **Requests to Guests**

 $\cdot$  We formally request your continual cooperation in using the alcoholbased disinfectants when you visit our premises, so that everyone on the hotel premises can use our facilities without undue concern.

• We request that anyone who is running a high fever, or is otherwise in poor physical condition, refrain from entering the premises. Your cooperation and compliance are essential to all at this time.

 $\cdot\,$  If you become unwell, please immediately inform a nearby member of our staff .

\* The above will likely be updated in accordance with changes in the policies of the Japanese government and related organizations. We ask your ongoing attention and cooperation.