

## Infection Prevention Guidelines for Accommodation Services

Revised on January 14, 2021

ICC Kyoto Catering Service Co., Ltd.

### Lodging (accommodations)

#### (1) Response at check-in and check-out

- ① Please wear a mask and disinfect your fingers when checking in.
- ② Please fill out the self-health check sheet at check-in.
- ③ Please line up with enough distance to avoid crowding during check-in and check-out.
- ④ We have introduced a safety tracking service using the QR code of the new coronavirus infection spread prevention system in Kyoto City. We request that you use it.
- ⑤ We will use cash trays to handle money to prevent direct contact with customers.

#### (2) Support for facilities and guest rooms

- ① A sneezeguard will be installed at the front counter.
- ② Alcohol disinfectant will be provided in front of the elevator on each floor as well as next to the front counter.
- ③ The front desk, writing instruments, room keys, etc. will be frequently cleaned and disinfected.
- ④ We will regularly ventilate the facility.
- ⑤ Areas that are touched by multiple people, such as elevators, etc., will be frequently cleaned and disinfected.
- ⑥ To prevent elevators from overcrowding, we will limit the number of passengers.
- ⑦ When cleaning guest rooms, we will use alcohol disinfectant.  
(TV remote control, air conditioning panel, lighting switch, telephone, window, doorknob, toilet, water faucet, shower room, bathroom fixtures, sofa, table, refrigerator, closet, slippers, waste basket, etc.)

#### (3) Staff support

Staff members will take their temperature before going to work, wear a mask, and make sure to disinfect their hands with alcohol.