

## **Guidelines for a safe stay**

Dear guests,

The safety and health of our guests and employees are top priorities for us at Kongresshotel Potsdam.

Due to the current Coronavirus pandemic, we as a hotel business have defined additional security standards which are constantly adjusted in accordance with the current legal requirements and recommendations. We would like to inform you about these. Our employees have been trained and are happy to help you with any questions.

For added safety, our employees wear medical masks in all indoor public areas of the hotel. Our employees are vaccinated, recovered and/or tested daily before starting duty.

We recommend that our guests wear mouth and nose protection.

### **Entrance | Reception**

- Entrance doors open automatically
- Check-in with distance markings
- Contactless payments are optional
- In order to reduce contact and time spent in the reception area, room bookings are as flexible as possible and can be paid digitally in advance.
- Invoices can be sent electronically
- Room cards are disinfected when issued and returned

### **Catering**

- Disinfection is offered at the entrance and in rest rooms
- Take-out as well as digital menus are available
- Contactless payments are optional

### **Sanitary Areas**

- Soap and disinfectant dispensers (viral disinfectant)
- Towel dispenser with disposable towels
- Shortening of the cleaning cycles and posting of the cleaning cycles with respective signature of the cleaner
- Disinfection of door handles and mountings several times a day

### **In the Kitchen**

- A high level of hygiene is a matter of course in our kitchens
- Hygiene measures and their consistent implementation, especially to interrupt infection chains are regularly trained, checked and documented

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### **Floors | Rooms**

- At the request of the guest, we will waive the daily room cleaning so that no staff enters the room
- Doorknobs, switches and handrails on stairs, elevators and walls are disinfected several times a day

### **Meeting areas**

- Maximum supply of fresh air in the conference rooms
- Defined mealtimes in agreement with the guest
- Provision of disinfection facilities

### **Wellbeing Area | Sports Area**

- Adequate fresh air is ensured via the ventilation system.
- Changing rooms are only to be entered with a medical mask.
- A medical mask must be worn for some treatments - we will be happy to inform you.

We look forward to seeing you and thank you for your help!

***Your team from the Kongresshotel Potsdam***

*Potsdam, April 4th, 2022*