

Concept for hygiene protection of the Citylight Hotel GmbH

Compliance with the protection regulations for containment of the coronavirus and the associated protection of our guests are our top priority.

For this purpose, we have created the following hygiene protection concept for our company. All employees have been instructed and contractually agreed to comply.

All employees are tested twice a week on the company's premises. The company also supports the vaccination decision of the employees with information.

Until revoked by the hotel management, wearing a medical mask to protect employees and guests will remain mandatory for the time being. If the obligation is revoked, all regulation related to a medical mask will no longer apply.

An ongoing update according to the future measures of the Berlin Senate takes place regularly.

We ask all our guests on site for the compliance of the protective measures and the support of our employees during execution of the hygiene protection regulations.

The Citylight Hotel team will be glad to answer any question you may have at info@citylight-hotel.de or under **030/ 34 66 70 90**.

We look forward to welcome you as our guests in this challenging times.

Your Citylight Hotel Team

*For reasons of the legibility the male form was chosen in the text, the information refers nevertheless to members of both genders.

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According to „Verordnung über erforderliche Maßnahmen zum Schutz der Bevölkerung vor Infektionen mit dem Coronavirus SARS-CoV-2“ (SARS-CoV-2- Infektionsschutzmaßnahmenverordnung -InfSchMV) des Landes Berlin 29. March 2022

Disinfection plan of the Citylight Hotel GmbH

Area	Frequency	Department
Switches	5x daily	Housekeeping
Handles	5x daily	Housekeeping
Knobs	5x daily	Housekeeping
Lift / Elevator knobs	5x daily	Housekeeping
Lift / Elevator inside	5x daily	Housekeeping
Heating controllers	5x daily	Housekeeping
Handrails	5x daily	Housekeeping
Window handles	5x daily	Housekeeping
Surfaces	5x daily	Housekeeping
Glass surfaces	5x daily	Housekeeping
Door frames	5x daily	Housekeeping
Bar counter	at least 5x daily or on requirement	Rezeption
Bar tables	at least 5x daily or on requirement	Rezeption
Reception	at least 5x daily or on requirement	Rezeption
Tables in sitting area	5x daily	Housekeeping
Chairbacks	5x daily	Housekeeping
Hotel bell	5x daily	Housekeeping
Entrance opener (outside)	5x daily	Housekeeping
Bell button of the barrier	5x daily	Housekeeping
Dustbin lids	5x daily	Housekeeping
Tables in the dining room	after every usage	Küche
Coffee machine knobs	every 15 minutes	Küche
Children's chairs	after every usage	Küche

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Accoring to „Verordnung über erforderliche Maßnahmen zum Schutz der Bevölkerung vor Infektionen mit dem Coronavirus SARS-CoV-2“ (SARS-CoV-2- Infektionsschutzmaßnahmenverordnung -InfSchMV) des Landes Berlin 01. March 2022

General Regulations

- The 3G rule (geimpft, genesen getestet means recovered, vaccinated, tested) applies in the hotel until revoked by the hotel management. Access to the hotel is only granted for the following guests:
 1. Recovered (28 days until 3 months after a positive PCR test)
 2. Fully vaccinated (from day 15 after the second vaccination with an EU approved vaccine)
 3. Tested (PCR or PoC test max. 24h old)
- Children under the age of 6 and schoolchildren during schooltimes are exempt from these rules
- The 3G proof must be checked by the hotel staff upon arrival and compared with an ID document.
- All people present at the hotel must be registered. The only exceptions are babies and small children until the age of 5.
- Moreover each person is asked to reduce all physical social contacts to people outside of their own household to an absolute minimum.
- For unavoidable contact to persons outside of the own household, a minimum distance of 1.5 meters is to be kept.
- In the whole hotel area, with the exception of the own hotel room and when consuming of food and drinks at the table, at least a medical mask is to be worn by everybody.
- All common hygiene regulation regarding for example sneezing and coughing must be complied with.
- When feeling any signs of sickness, an immediate isolation has to take place and a doctor has to be visited immediately. Moreover a self-test with a PoC test has to be done. If positive, a PCR test must be taken.
- The hotel staff must be informed immediately about the suspected SARS-CoV-2 infection.
- If the infection is confirmed the health authorities must be informed immediately in order to ensure accommodation of the infected person. The hotel is not allowed to accommodate an infected person anymore according to the infection protection regulations.

Measures per hotel area

Area / Department	Measures
Entrance area	Groups may only gather in front of the entrance in compliance with the distance rules (1.5m) or with medical mask.
	Smokers must keep 1.5m distance between themselves and other people
	Behavior regulations are visibly displayed and must be complied with.
Reception	Spit protection in front of the reception
	Obligation for employees and guests to wear a medical mask
	If an employee is behind the spit protection, there is no obligation to wear a medical mask.
	Regular disinfection of surfaces, telephone receivers and computers
	Regular ventilation according to ventilation plan
	Maximum of 2 people in the front- and back-office area. If the number is exceeded due to necessary reasons, a medical mask must be worn.
	Disinfection dispenser at the entrance door
	Separation of the check-in queues
	Distance markings on the floor in front of the reception.
	Distance regulation are displayed clearly and visibly on main door
	Every guest must provide complete guest data (also with groups)
	In general, observation of number of people in lobby area and complying with 1.5m distance rule.
	Ask for card payment
Bar23 - Hotelbar	medical mask mandatory for employees and guests
	Regular disinfection of surfaces and regular ventilation according to ventilation plan
	1.5m distance between guests and employees
	Ask for card payment or write invoice to the guest's room
	Disinfection dispenser next to the bar counter for the guests

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Measures per hotel area

area / department	Measures
Lift / Elevator	The elevator should only be used alone or with people from the same room number
	Display of distance rules in elevator
Public toilets	Hygiene and distance rules must be observed
Club room / lounge	Hygiene and distance rules must be observed
Smoking room for guests	Hygiene and distance rules must be observed
Conference room	Use only after prior reservation for a closed group while observing the hygiene and distance rules, the medical mask requirement
Luggage room	Must only be entered with medical mask
Single guest rooms	Employees only enter the room when guest is not in the room
	Ventilation during cleaning process
	Gloves required for employees
	In the room all surfaces, knobs, handles, heating controls, switches, tv remote, door handles are disinfected, on departure cupboard interior and cloth hangers are also disinfected
	Disinfection of all cards and areas the guest may have touched
	In the bathroom, all shelves (if possible, with staying guests), handles, knobs, switched, door handles, hair dryer, heating controls are disinfected
	No service until 2nd night
	Minibar glasses changed upon departure, even when not used
	Unused feedback cards thrown away

Measure plan per area

area / department	measures
Student rooms	Employees only enter room when students are not in the room
	Gloves required for employees
	Ventilation during cleaning process
	No service during stay, only visual cleaning every second day
	Upon departure all surfaces, knobs, handles, heating controls, switches, tv remotes, door handles, cupboard interior and cloth hangers are disinfected
	Disinfection of all card and areas guest might have touched
	In the bathroom all surfaces, knobs, handles, switches, door handles, hair dryer, heating controls are disinfected
Dining room	Obligation to wear medical mask for employees
	Obligation to wear a medical mask for all guests, unless at table
	Regular ventilation according to ventilation plan
	3G also applies for external guests
	Disinfection dispenser at the entrance
	All meals are offered as self-service buffet
	No group formation at buffet allowed, floor marks must be obeyed
	Disinfection of tables by employees after guests have left
	All regulations also apply to outside area

Measure plan per area

Area / department	Measures
Kitchen	Employees must wear medical masks, gloves, full work clothing including headgear
	Working stations in kitchen have distance of 1.5m
	Daily cleaning and disinfection of all surfaces, switched, handles, knobs, door handles, telephone receiver, etc
	Daily floor cleaning with disinfection