

## Hamlet Court Hotel COVID-19 Policy

**Hamlet Court Hotel** is committed to providing a safe and healthy workplace for all staff and members of the public. To ensure that, we have developed the following COVID-19 Response Plan. All

managers, supervisors and employees are responsible for the implementation of this plan and a combined effort will help prevent the spread of the virus. The health, safety and welfare of our guests and employees is our utmost priority while providing the highest levels of service.

Our aim is to:

- Continue to monitor our **COVID-19 Response Plan** and amend this plan in consultation with our employees.
- Provide up to date information to our employees/guests on Public Health advice issued by the **Health Service Executive (HSE)** and the Government
- Display information on signs and symptoms of COVID-19, respiratory etiquette, and correct hand-washing techniques
- Provide an adequate number of trained **Lead Representative(s)** who are easily identifiable
- Inform all workers of essential hygiene, respiratory etiquette, and physical distancing requirements
- Adapt the workplace to facilitate physical distancing.
- Keep a log of contact / group work to help with contact tracing
- Have all employees attend an induction briefing
- Provide comprehensive, on-going training plan for all employees
- Develop procedures to be followed in the event of a guest/employee showing symptoms of COVID-19 while at work or in the workplace.
- Provide instructions for employees/guests to follow if they develop signs and symptoms of COVID-19
- Intensify cleaning in line with government advice
- Ensure strict adherence to policies & procedures