



Safe Hotel



WE INVITE YOU TO LEARN HOW WE CARE FOR  
A SAFE SPACE FOR YOU AND YOUR BUSINESS

SAFE HOTEL POLICY



## SAFE LOCATION

**We are located far from crowded public places, stations, shops and galleries**

- in the south-west of Warsaw, at the intersection of national roads: S2, S7, S8, in the immediate vicinity of the Chopin Airport. It is a convenient point for domestic and international travels.

**Airport Hotel Okęcie has as much as 19,581<sup>2</sup> m of usable area,**  
which means that there is as much **as 74<sup>2</sup> m of space per room.**

Our hotel has a spacious and **comfortable underground car park,**  
**from which you can get directly to the reception or a hotel room,**  
limiting contact with people present in the facility to the maximum.

**We have 263 rooms,** which gives us the opportunity to apply special  
rules for accommodating guests, maintaining the space between  
occupied rooms, **or separating hotel floors for the exclusive use of**  
an organized tourist or conference group.

### OWING TO ALL THE ABOVE:

our guests have at their disposal a large space inside the hotel,  
which allows to keep a safe distance of at least 2 meters. Guests staying  
in our hotel are not exposed to direct contact with a large number of people.



## SAFE ENTRANCE

At the request, train employee **will measure your temperature** (with contactless thermometer).

We encourage our guests to **disinfect their hands regularly**.

Before starting work, **each member of our team informs** their immediate supervisor **about their well-being and possible contact with the sick person**.

**Employees** of all the hotel departments are required to **perform their duties in protective masks**.

### OWING TO ALL THE ABOVE:

Our guests can feel safe because each person staying in the facility has been subject to a detailed security check.



## MUTUAL SAFETY

The check in procedures have been **reduced considerably to necessary minimum.**

**We take a great care to maintain safe distance** during direct contact.

We encourage guests to **wear masks and gloves** and to regularly wash their hands with soap in accordance with the instructions available in the hotel bathrooms and public areas.

**Hand disinfectants are available in the public bathrooms** and public spaces such as reception area and restaurants.

We **follow all recommendations regarding the safety of dining in our restaurants**, and we also **offer dishes delivery to a hotel room.**

At the reception, we provide a **package with basic protective items** (mask, disinfectant).

### OWING TO ALL THE ABOVE:

Our guests are under professional care, and we quickly and efficiently respond to any threats.



### SAFE TECHNOLOGICAL SOLUTIONS

**We regularly sanitize surfaces using modern technologies,**  
thanks to cooperation with the best disinfection specialists on the market.

We replace, clean and disinfect filters in fans  
and air conditioners on the regular basis.

We have a ventilation system with cross-flow exchangers,  
where the incoming air is sucked in from the outside and does not mix..

#### **OWING TO ALL THE ABOVE:**

the possibly more congested interiors of our hotel,  
are regularly ventilated and disinfected utilizing modern technology.



## SAFE INTERIORS

### RECEPTION

- only 1 guest may be at the reception desk at a time
- we have reduced the check in procedures
- we have designated places for people waiting for reception service
- the reception serves guests in disposable gloves and visors
- we disinfect the reception counter, all surfaces touched by Guests and luggage trolleys after each use by the Guest, at least once every hour
- there are hand disinfectants at the reception desk - we encourage Guests to sanitize their hands before filling out the Guest Card
- we encourage non-cash settlements. Guests themselves operate payment terminals secured in foil, which are disinfected after each use
- Guests use disinfected pens

### ROOMS:

- every hotel room is thoroughly cleaned, all surfaces such as countertop, faucet, toilet, desk, door handles, switches, air conditioning controllers, TV remote control are disinfected with special disinfectants, and the room itself is ventilated.
- we make every effort to ensure that a minimum of 48 hours pass before the room is checked in again
- in each room there are hand-disinfectants
- Housekeeping department employees are equipped with visors and disposable gloves. After cleaning the room, the employees take off the gloves, disinfect their hands and using the new gloves bring clean towels, bathrobes and bedding
- we strictly follow the guidelines for washing and delivering hotel linen to the room
- we have introduced a ban on using blow dryers in the hotel rooms
- we have reduced reusable, possibly dangerous for our guests' health, items in the rooms to a minimum



## SAFE INTERIORS

### RESTAURANTS AND BARS

- every day we ventilate restaurants and our bars for at least 1 hour
- there are hand disinfectants in front of the entrance to the restaurant. In addition, each Guest can, on request, take advantage of the possibility of taking a temperature measurement (non-contact)
- we limited the number of people eating meals at the same time while maintaining safe tables distance every 1,5 meters
- we encourage Guests to pay by credit card
- we decided not to provide invoices in a reusable case
- each table is disinfected after each Guest and covered again
- we have a wide range of Room Service giving Guests the opportunity to order a variety of dishes directly to the rooms
- all meals are prepared in sterile conditions in accordance with HACCP and Sanepid principles by personnel trained in hygiene rules
- Chefs works in aprons, specialized gloves and masks

### HOTEL SPACE

- we repeatedly use the services of the best on the market, professional, specialized companies to disinfect the public areas
- hotel bathrooms and general spaces contain antibacterial soaps and hand sanitizing liquids together with the necessary instructions for their proper use
- we disinfect public toilets, elevators, door handles, handrails, handles, telephones, computer keyboards, equipment in social rooms and other frequently touched surfaces every hour, reception desks - after each guest
- hotel spaces are cleaned by staff equipped with disposable and frequently replaced gloves and protective masks,
- to ensure our guests' safety and in accordance with the guidelines we limit the number of people staying simultaneously in the facility and in the individual rooms



## SAFE INTERIORS

### FITNESS CENTRE

- we have limited the number of people who can simultaneously use the Fitness Center to a number that allows us to keep a safe distance
- in the Fitness Center are medical disinfectants
- we have provided disinfectants that allow each Guest to disinfect their equipment after training
- we introduced a technical break during which we clean, disinfect and clean all rooms in the Fitness Center
- every Guest is required to do the training with a towel
- we encourage people over 60 years of age and / or suffering from chronic diseases to limit themselves to training during a period when the Fitness Center is not usable by other people.
- szatnie, prysznice są dezynfekowane po każdym Gościu
- equipment available in the Fitness Center as well as cloakrooms, showers located in it are regularly disinfected by our employees.

### CONFERENCE ROOMS

- all conference rooms are frequently ventilated
- hand disinfectants are available at the entrance to the conference rooms
- after the meeting the rooms are ventilated and the equipment - such as a projector, laptop, switches, controllers, handles are sanitized
- conference chairs are set at safe distance of at least 1,5 meters
- coffee breaks served in rooms on request are served in disposable dishes, as mini portions

### OTHER ACTIONS

- we have designated and prepared a room in which it will be possible to isolate a person temporarily in the event of showing disease symptoms



**EFFECTIVE FROM:**

14.08.2020 rok

The Safe Hotel Policy at Airport Hotel Okęcie is a supplement to the Hotel Regulations and will be updated on a regular basis in accordance with the Chief Sanitary Inspector guidelines for the operation of the hotels in Poland.

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