

**Advisory for Hotels in view of COVID-19 situation**

- Make sure that the premises of hotel are clean and hygienic. Wipe the surfaces with disinfectant regularly.
- Promote regular and thorough hand-washing by employees, employers and customers.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Promote good respiratory hygiene in the hotel.
- Ensure that face masks(surgical mask) and / or paper tissues are available at your hotel, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Display moments of hand wash, steps of hand wash and respiratory hygiene at reception through posters.
- Keep IEC/ FAQs for reference/ displayed
- Keep the log of visitors updated and record following information separately for all the guests in the following format.

<b>Name</b>		
<b>Permanent Address</b>		
<b>Contact Number/s</b>		
<b>email id</b>		
<b>Have you done any international travel in last 14 days*</b>	<b>Yes/No</b>	
<b>If yes, then give details of country/ countries visited in last 14 days</b>		
<b>Places visited in India in last 14 days</b>		
<b>Are you suffering from any of the following, please tick*</b>		
<b>Fever</b>	<b>Cough</b>	<b>Difficulty in breathing</b>

**Signature of the Guest**

\* If yes to any of these, then please inform District Surveillance Officer or at national helpline number 01123978046.

Designate a nodal officer for coordination with District and share his contact details with DSO.