

## **The Hygienic Conception of the Boardinghaus Freising**

Dear guests,

the thorough cleaning of our guest rooms, studios as well as the public areas has always been important for us, even before the covid-19 pandemic. Now we have increased our efforts and we improve our working processes continuously. We have developed a detailed hygienic concept which we would like to present to you.

### **General regulations**

- Our staff is regularly informed about the general hygienic and behaviour rules of during the pandemic.
- Our staff is instructed to stay at home in case they feel sick and to consult a doctor as soon as possible.
- We provide a sufficient amount of face masks, disposable gloves, hand disinfectants and skin care products for our employees. Face masks are to be worn when the minimum distance (150 cm) cannot be kept, e. g. in course of moving things.
- The employees spend the breaks during working time alone or in small groups. They are instructed to friendly remind the guests to keep the minimum distance.

### **Cleaning/Housekeeping**

- Door handles, banisters and all surfaces in the public areas are disinfected daily.
- All rooms, studios as well as the corridors are regularly cleaned and thoroughly ventilated.
- To protect the guests AND the staff the cleaning takes place in the absence of the guests.
- The cleaning, including towel change in the rooms, takes place according to the weekly rhythm (as developed before covid-19) using the 4-colour system (blue wipe for furniture, green wipe for kitchen, yellow wipe for sanitary facilities and red wipe for the toilet).
- The cleaning clothes of the house are used separately in every room and washed at 60 °C subsequently.
- The linen (bed-linen and towels) rented from Co. Urzinger is handled according to the prescribed hygienic standards of RAL 992/1, 992/2, 992/3.

**Reception area**

- Check-in is possible without personal contact through the keybox.
- Disinfectant dispensers are available at the entrances and at the reception.
- All guests are informed and sensitized about the hygienic and the minimum distance regulations by notices on the wall (in German and in English).
- It is possible to pay without contact. A tray for handing over cash is disinfected regularly. The provided pens, as well as the keyboards of the credit card terminals, pc, telephone, fax and keybox at the entrance are disinfected regularly.
- As far as possible only one member of the staff works at the reception. In case more colleagues are present, they all have to wear a face mask.

**Documentation and follow-up**

- At check-in all guests are to fill in a registration form with the dates of their stay, their last address and a declaration of their state of health as well as their whereabouts in the last 10 days.
- At receiving of goods or mail the minimum distance has to be kept. Suppliers are obliged to keep the prescribed behaviour and hygienic regulations.

State: 15.01.21