



SELO "CLEAN & SAFE"

TRAVEL AGENCIES WITH FACILITIES | Requirements to comply with

▼ TRAINING FOR ALL EMPLOYEES ▼



> All Employees received information and/or specific training on:

- > Internal rules relating to the COVID-19 coronavirus outbreak.
- > How to take basic precautions to prevent and control infection relating to the COVID-19 coronavirus outbreak, including the following procedures:

_Hand disinfection: wash hands frequently with soap and water for at least 20 seconds, or use hand disinfectant containing at least 70° alcohol, covering all surfaces of the hands and rubbing them until dry.

_Breath etiquette: cough or sneeze into your bent forearm or use a tissue, which must then be binned immediately; always disinfect your hands every time you cough or sneeze and after blowing your nose; avoid touching your eyes, nose and mouth with your hands.

_Social behaviour: change the frequency and form of contact between employees and between employees and customers, avoiding (where possible) close contact, handshakes, kisses, shared workstations, physical meetings and shared meals, utensils, cups and towels.

> How to self-check daily for fever (take body temperature twice a day and record the reading and time of check), check for coughing or difficulty in breathing.

> How to comply with Ministry of Health guidelines for cleaning surfaces and dealing with clothing at work premises.

▼ THE SERVICE ORGANISATION ENSURES ▼



> Observance of the maximum permitted occupation of installations per m2 recommended by the Directorate General for Health.

> Maintenance of social distancing between those involved in business activities, in accordance with Directorate General for Health recommendations.

> The distribution of information relating to business, preferentially in digital/online form.

> Compliance with internal health and safety rules by partners involved in programmes sold by the Travel Agency.

> That there is always a responsible employee on duty to activate the procedures in the event of suspected infection (taking the person with symptoms to the isolation area, providing him/her with the necessary assistance and contacting the national health service).

▼ INFORMATION TO ALL CUSTOMERS ▼

> The following information is available to all customers:

- > How to take basic precautions to prevent and control infection relating to the COVID-19 coronavirus outbreak.
- > Internal rules relating to the COVID-19 coronavirus outbreak.



▼ THE COMPANY ENSURES ▼

- > Washing and disinfection, in accordance with internal rules, of areas where employees and customers circulate, ensuring control and prevention of infections and resistance to antimicrobials.
- > Cleaning, several times a day, of areas and objects in general use (including counters and desks, light switches and lift buttons, doorknobs and cupboard door handles).
- > Wet cleaning in preference to dry or vacuum cleaning.
- > Regular renewal of air in rooms and enclosed spaces.
- > Provision of alcohol-based hand disinfectant dispensers, wherever necessary.



▼ THE COMPANY HAS ▼

- > Sufficient sets of individual protective equipment for all employees.
- > Stock of single-use cleansing materials in proportion to its size, including single-use paper towels moistened with disinfectant, bleach and 70° alcohol.
- > Alcohol-based antiseptic solution or alcohol-based solution dispensers.
- > Pedal-operated waste bin with plastic liner.
- > Equipment for handwashing with liquid soap and paper towels in WCs.



***Requirements that the Travel Agency ensures that fulfils
all the requirements of the Clean & Safe Stamp.***