



SELO "CLEAN & SAFE"

TRAVEL AGENCIES WITHOUT 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.

▼ 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 SERVICE ORGANISATION ENSURES ▼



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

▼ 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.
- > Wet cleaning in preference to dry or vacuum cleaning.
- > Regular renewal of air in rooms and enclosed spaces.



▼ 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.***