



Internal/Employees	
Have processes in place to check temperature and look out for respiratory symptoms of employees, and ensure	Yes/No
Where feasible and applicable, have processes in place to check temperature and look out for respiratory symptoms of hotel guests and event guests.	In Place/Not In Place
Implement appropriate physical distancing measures for guests.	In Place/Not In Place
Step up frequency of disinfection for all common facilities, and ensure that employees observe good personal	In Place/Not In Place
Check that procedures are in place to manage COVID-19 suspect cases	In Place/Not In Place
Check there are documents and records of all preventive measures	In Place/Not In Place
Ensure compliance to government orders, guidelines and health advisories on the COVID-19	Yes/No
Do you have readily available access to Hand Sanitizer for all staff members?	Yes/No
Tenants, contractors and suppliers	
Where feasible and applicable, the hotel should have processes in place to check temperature and look out for	In Place/Not In Place
Where feasible and applicable, the hotel should have processes in place to ensure tenants, contractors and	In Place/Not In Place
The observations for tenants, contractors and suppliers, where feasible and applicable, should be recorded in	In Place/Not In Place
Those who are unwell with temperature of 38 degree Celsius or higher, and/or display respiratory symptoms will	Yes/No
Hotel guests	
Where feasible and applicable, the hotel should have processes in place to check temperature and look out for	In Place/Not In Place
Where feasible and applicable, the observations for all hotel guests should be recorded in declaration forms or	In Place/Not In Place
be asked by the organisation to seek immediate medical attention	Yes/No
Where feasible and applicable, the hotel should display updated health advisories indicating the necessary	Displayed/Not Displayed
Do you have readily available access to Hand Sanitizer for all staff members?	Yes/No
Physical Distancing	
Queue management – To limit the number of guests gathering within or outside the establishment and ensure	In Place/Not In Place
Seating management – To ensure a safe distance of at least one metre between tables and between seats.	In Place/Not In Place
Disinfection of common facilities	
Regular disinfection being carried out at the below mentioned areas	
Hotel lobby	Yes/No
Reception desks, where applicable	Yes/No
Public areas	Yes/No
Lifts including but not limited to buttons, railings and handles, where applicable	Yes/No
Doors including but not limited to doorknobs and handles	Yes/No
Handrails of escalators and staircases, where applicable	Yes/No
Toilets	Yes/No
Function rooms, where applicable	Yes/No
Swimming/spa pools, where applicable	Yes/No
Fitness centre, where applicable	Yes/No
Business centre, where applicable	Yes/No
Pantry or canteen	Yes/No
Other common areas	Yes/No
Ensure that high risk contact areas and touch points are being regularly disinfected	Yes/No
Are staff members wearing disposable gloves and gowns for all tasks in the cleaning process, including	Yes/No
Are staff members following normal preventive actions while at work including cleaning hands and avoiding	Yes/No
Do you have readily available access to Hand Sanitizer for all staff members?	Yes/No
Are all cleaners wearing appropriate PPE when handling chemicals?	Yes/No
Disinfection of Guest Rooms	
Occupied rooms	Yes/No
Seal In Place	Yes/No
Check-out rooms	Yes/No
Seal In Place	Yes/No
Empty Rooms	Yes/No
Seal In Place	Yes/No
Are staff members wearing disposable gloves and gowns for all tasks in the cleaning process, including	Yes/No
Are staff members following normal preventive actions while at work including cleaning hands and avoiding	Yes/No
Are all cleaners wearing appropriate PPE when handling chemicals?	Yes/No
Documents and records	
When creating and updating the COVID-19 related documents, consider appropriate identification and	Yes/No