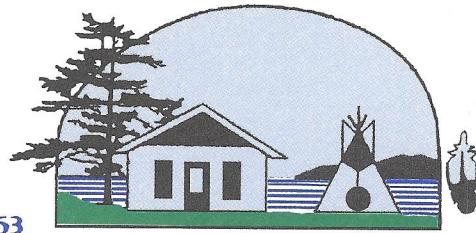


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OUR PLACE

Temporary Guidelines for Modified Operations COVID-19

IMPLEMENTING OPERATIONAL CHANGES TO HELP PREVENT THE SPREAD OF INFECTIOUS DISEASE.

1. Payment transactions by debit, credit card or e-transfer.
2. Check-in by phone or online.
3. No direct contact with others.
4. Limiting the number of persons in the office to two people at any given time.
5. Increased airflow by fresh air intake/air circulation with open doors and windows and fans.
6. Increased cleaning frequency on commonly touched surfaces.
7. Follow safe practices and use an appropriate cleaning agent.
8. Use good hand washing technique and avoid touching your face.
9. Providing hand sanitizer to employees and guests.
10. Disinfecting after each customer interaction.
11. Ensure health and safety measures are communicated to workers and customers.
12. Screen for ill customers or workers prior to entering facility and redirect from the premises.
13. Provision of personal protective equipment (PPE) to personnel and guests. These include gloves, face mask and hand sanitizers.
14. Ensure that all cabin bedding is removed and cleaned upon each check-out.
15. Ensure all in-cabin coffee machines are disinfected after guest use and replace during room cleaning.
16. Removal of non-essential amenities from the cabins to include magazines, decorative pillows, bed throws, flowers, pens, paper, non-fixed desktop items.
17. Discontinue providing complimentary gift and food snacks upon initial check-in.
18. Increase frequency and visibility of staff cleaning/disinfecting in all common areas visited by guests.