
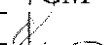




THE LEELA PALACE

 JAIPUR	JAI P U R SURAKSHIA By The Leela	Section:	
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	HYGIENE MANAGEMENT SYSTEM	Date of Revision:	31.01.2021
		Author:	/GM
Authorized by:			

SOCIAL DISTANCING POLICY

(updated in light of COVID-19 pandemic)

We at The Leela Palace Jaipur are committed to providing a healthy, safe and hygienic environment for all of our employees, our guests, our suppliers and contractors, and other communities where we operate through by:

1. Following social distancing guidelines and limiting face-to-face contact with each others, and avoiding in-person meetings, if possible.
2. Requiring that unavoidable in-person meetings should be short and that people avoid hand shaking.
3. Requiring that to practice social or physical distancing, stay at least six feet (about two arms' length) from other people.
4. Avoiding congregation in work rooms, locker rooms, kitchens or other areas where people socialize.
5. Limiting recreational activities where close contact with others is likely.

Responsibility for application of this policy remains with all Hotel employees.

THIS POLICY IS MADE AVAILABLE TO THE GENERAL PUBLIC TO COMMUNICATE OUR
COMMITMENT AND APPROACH TOWARDS THE PANDEMIC CONTROL





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	HYGIENE MANAGEMENT SYSTEM		

HYGIENE MANAGEMENT POLICY

(updated in light of the COVID-19 pandemic)

We at The Leela Palace Jaipur are committed to providing a healthy, safe and hygienic environment for all of our employees, guests, suppliers and contractors, and other communities where we operate by:



1. Following cleanliness, neatness in appearance, personal hygiene, respiratory hygiene, and demeanor at all times
2. Undergoing regular health, safety and hygiene checks
3. Ensuring safe work practices and appropriate operating controls to prevent:
 - Injury and sickness
 - Food safety incidents
 - Pollution and harmful emissions
 - Over-consumption of natural resources & energy
 - Dedicated training and education to ensure all of our employees are knowledgeable and compliant with Hotel Hygiene Standards
4. Promoting Hotel Hygiene Standards by setting measurable & achievable objectives for all Hotel functions
5. Communicating the Hotel Hygiene Standards to all of our employees and interested parties such as guests, suppliers, and contractors
6. Ensuring the safety of our staff, visitors, guests, contractors and vendors in the event of an emergency situation.
7. Protecting the natural environment where we operate and live
8. Complying with all applicable statutory & regulatory requirements
9. Ensuring continual improvement of the Hygiene Management System through periodic reviews of the policy and objectives for relevance, changing circumstances, and new information.

Responsibility for application of this policy remains with all Hotel employees.

**THIS POLICY IS MADE AVAILABLE TO THE GENERAL PUBLIC TO COMMUNICATE OUR
COMMITMENT AND APPROACH TOWARDS THE PANDEMIC CONTROL**



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PPE USAGE & DISPOSAL POLICY

(updated in light of CO BID-19 pandemic)

We at The Leela Palace Jaipur are committed to providing a healthy, safe and hygienic environment for all of our employees, our guests, our suppliers and contractors, and other communities where we operate by:


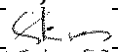
1. Having individual departments identify when, where and what kind of PPE is required for the staff.
2. Providing appropriate training regarding the usage of PPE for all the staff exposed to hazards.
3. Ensuring that appropriate PPE is available to employees all the time.
4. Ensuring all employees are responsible for the care and maintenance of their PPE.
5. Encouraging staff to not share their own PPE with others.
6. Requiring PPE to not be used for more than six hours or whenever it is wet & dirty.
7. Discarding used PPE in suitable color coded bags or waste bins to avoid chances of cross contamination.
8. Removing used PPE waste in accordance with locally-approved waste disposal vendor as applicable.

Responsibility for application of this policy remains with all Hotel employees.

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		Author:	GJ
	Authorized by:		

VENDORS/VISITORS POLICY

We at the Leela Palace Jaipur are committed to follow the Vendor / Visitor's Policy strictly with our suppliers and contractors, where we operate by:

- Ensuring that visitors/vendors have to collect the paper token given by security at the gate all the time inside the premises, and taking the signature of the authorized person of whom he met inside and submit it again at the security gate when returning.
- Restricting the chewing of tobacco and smoking. These activities are strictly not allowed inside the premises.
- Avoiding touching boards, moving parts, and window glasses inside the premises.
- Helping to maintain good hygienic condition.
- Avoiding throwing anything on the floor or writing anything on the walls.
- Requiring that anyone entering Food Handling Area has to wear necessary protective gear, helmets & masks whatever applicable.
- Requiring that visitors remove any unsecured jewelry before entering into the Food Handling Area.
- Requiring that visitors ensure that the recent history of communicable diseases is communicated to visitors in a Self Declaration Form before entering into the Food Handling Area.
- Requiring that visitors should ensure that no contamination occurs through their belongings/habits in the Food Handling Area.
- Requiring that photography is strictly not allowed inside the premises.