



Annex No. 2

to the PTSM Youth Hostel Regulations in Rzeszów concerning procedures for safe functioning of the shelter during the COVID-19 epidemic in Poland.

I. Purpose of implemented procedures

1. Increasing safety and health protection for employees and guests of the shelter.
2. Minimizing the risk of infecting guests and shelter employees.
3. Limiting the number of contacts at the hostel within a given time period. as protection against the risk of infection.
4. Comprehensive measures to adapt to the stage of the epidemic.
5. The safety of hostel guests comes first. If you think that coronavirus (COVID-19) may affect your travel plans, Booking.com is here to help. Visit the Booking.com Help Center. Also worth reading with Booking.com information on coronavirus in Poland and around the world.

II. Ensuring the safety of employees / staff.

1. Identify tasks and processes that typically require close interaction and identify ways to modify them to increase physical distances between employees and tourists, keep work safety in accordance with applicable law (minimum 1.5 m in workplaces).
2. Determining the change of work in order to increase the safety of employees staying at the moment in the Hostel.
3. Reducing the number of employees using common areas at the same time, e.g. a social room, etc. In these rooms, it is recommended that the number of people using them should allow social distance of at least 2 m.
4. Equipping the operator with personal protective equipment, including masks or visors, gloves and hand sanitizers, as well as waterproof long-sleeved aprons, for use when needed.
4. Recommendations for employees:
Before starting work, immediately after coming to work, it is mandatory to wash your hands with soap and water.
Wear protective gloves when carrying out your duties, and a mask to protect your mouth and nose when dealing with clients.
Keep a safe distance from the caller and colleagues (2 meters recommended).
Wash your hands regularly and thoroughly with soap and water according to the instructions at the sink and disinfect dry hands with an alcohol-based agent (min. 60%).
When coughing or sneezing, cover your mouth and nose with a bent elbow or handkerchief - throw the handkerchief into a closed basket as soon as possible and wash your hands.
Try not to touch the face, especially the lips, nose and eyes.

Make every effort to keep workplaces clean and hygienic, especially after the end of the work day. Remember to disinfect touch surfaces such as the telephone handset, keyboard and mouse, light switches or desks.

Regularly (several times a day) clean common areas with which customers come into contact, e.g. entrance door handles, handrails, tops, chair backs.

5. Provide, as far as possible, ventilation for air-conditioned rooms.

6. Restriction of employees' use of common spaces, including a social room.

introduction of different hours of breaks,

reducing the number of employees using common areas at a given time (e.g. by spreading meal breaks).

7. Particular care for employees from groups more at risk of epidemic - if possible, non-involvement of people over 60 and chronically ill in direct contact with clients.

8. Preparation of the procedure to be followed in the event of a suspected infection situation and effective instruction of employees.

9. In order to limit interpersonal contacts, it is recommended to use, where possible, for communication, among others telephones, e-mail etc.

III. Ensuring security in the facility.

1. Placement of information about the maximum number of customers in a visible place that can be at the same time in a given part of the building.

2. Placement of dispensers with liquid hand disinfectants available to guests in the shelter, in particular at the entrances to the premises and the exit from toilets.

3. Posting instructions in the shelter about washing hands, removing and putting on gloves, removing and putting on a mask, and with dispensers with disinfectant liquid - information in 3 languages / Polish, English and Ukrainian /.

4. Provision of equipment and resources as well as monitoring of daily cleaning works, with particular emphasis on disinfecting touch surfaces - door handles, light switches, handles, chair rails and flat surfaces, including table tops in work and dining rooms, observe the required space between staff and guests (minimum 2 meters).

5. Determining and controlling the maximum number of guests in the hostel / 26 people / - based on the number of available rooms calculated as the number of rooms two times.

6. Self-service kitchen and common room during the COVID-19 epidemic in Poland is closed.

7. It is strictly forbidden to accommodate people not accommodated there.

8. Ongoing disinfection of public toilets and washbasins, door handles, handles, telephones, computer keyboards, devices in social rooms and other frequently touched surfaces.

9. It is recommended that guests staying in the shelter use their own cups, cutlery, plates, bedding and towels. The hostel rooms are equipped with wireless kettles, cups, cutlery and disposable plates. Tea, coffee and sugar are also available.

10. Minimizing the time spent in the reception area.

11. It is recommended to accept payments for the card or bank transfer.

12. It is recommended that the hostel staff and guests measure the temperature after entering the hostel building. Hostel guests with an elevated body temperature above 37.0 ° C will not be accepted and must leave the hostel immediately. Otherwise the police and sanitary department will be notified. Immediately disinfect the area in which the person is at elevated temperature thoroughly disinfect.

13. You can stay at the Hostel from 15.00 to 10.00 the next day. Earlier stays only with the consent of the Receptionist.
14. Making a reservation in a hostel is tantamount to a declaration of becoming familiar with the Hostel Regulations and Annex 2 to the Regulations of the PTSM Youth Hostel in Rzeszów regarding the procedures for safe functioning of the hostel during the COVID-19 epidemic and compliance with them during the stay.
in the shelter.
15. Limitation of routine room cleaning, which should only be done at the client's request.
16. Routine cleaning of rooms and disinfection of all touch surfaces (including chair backs), equipment (e.g. remote controls) is performed after each client.
and bathrooms and a thorough ventilation of the room.
17. Cleaning staff should be equipped and observe the use of a disposable mask, gloves and, if necessary, a disposable long-sleeved apron. Bedding and towels should be washed at a minimum temperature of 60° C with the addition of detergent. Washed and delivered in a sanitary regime.
18. If possible, systematic ventilation of all rooms.
19. In connection with the threat of COVID-19 virus, the hostel has the right to suspend or limit services that would increase the threat to guests and hostel staff.
20. Designation and preparation (including with personal protective equipment and disinfectant liquid) of a room or room in which it will be possible to temporarily isolate a person in the event of disease symptoms.
21. Preparation and placing in a specific place (easy access) of necessary telephone numbers for sanitary and epidemiological stations, medical services.
22. Inform all guests and potential clients of the shelter about the security procedures applied in connection with the COVID-19 virus in a given facility;

IV. Preventive procedures: suspected coronavirus infection in employee / staff

1. Obligation to familiarize shelter staff with respect to the protocol associated with the COVID 19 virus (handing over the most important guidelines and obligations in this respect).
2. Staff and shelter staff should be instructed that if disturbing symptoms occur, they should not come to work, should stay at home and call the sanitary-epidemiological station, infectious department, and in the event of health deterioration call 999 or 112 and let you know they may be infected with coronavirus.
3. It is recommended to keep track of the information of the Chief Sanitary Inspector and the Minister of Health, available at gis.gov.pl or <https://www.gov.pl/web/koronawirus/>, as well as applicable law.
4. In the event of worrying symptoms suggesting coronavirus infection in an employee who performs his tasks in the workplace, he should be immediately removed from work and sent home by personal transport. It is necessary to suspend the reception of customers, notify the local powiat sanitary and epidemiological station and strictly follow the instructions and instructions given.
5. The employee should wait for transport in a designated room in which it is possible to temporarily isolate him from other people.

6. It is recommended to determine the area in which the employee has moved and stayed, conduct routine cleaning in accordance with factory procedures, and disinfect touch surfaces (door handles, handrails, handles, etc.).

7. It is recommended to follow the recommendations of the State Poviast Sanitary Inspector when determining whether additional procedures should be implemented taking into account the case.

V. Procedures in the event of a suspected coronavirus infection of the person / client /.

1. In the event of clear signs of illness such as persistent cough, malaise, difficulty in breathing, the guest should not be allowed into the property. He should be instructed to report to the nearest infectious ward as soon as possible in order to consult a doctor by going there by his own transport or by notifying 999 or 112.

2. If the guest lives in a shelter - temporarily isolating him in a dedicated room, notifying the medical dispatcher of suspected infection and reporting the incident to the management of the facility, which will allow staff to determine the area in which the person was moving and staying, conducting routine cleaning in accordance with the facility's procedures and disinfecting touch surfaces (door handles, handrails, handles, etc.).

3. Establishing a list of employees and clients (if possible) present at the same time in the part / parts of the facility in which the client was staying, and a recommendation to follow the guidelines of the Chief Sanitary Inspector available at gov.pl/web/koronawirus/ and gis.gov.pl referring to people who have had contact with the infected.

4. Suspending the reception of guests, notifying the competent Poviast Sanitary and Epidemiological Station and strictly following the instructions and instructions given.

I approve for implementation
Director of the PTSM Youth Hostel
In Rzeszow
Marian Dzimira