



**COVID-19 (Coronavirus) Health and Safety Plan
for
Kohala Village INN**

E Komo Mai to Kohala Village INN,

Our first priority is the health and safety of our employees, guests and community. We ask that when staying with us, you help take precautionary measures to protect yourself, our staff and community. By following the CDC guidelines and our policies at Kohala Village INN.

Employee Health Checks

We have implemented the following employee self-screening measures. Employees will go through temperature checks and will be asked to complete a series of screening questions about any symptoms and recent exposure to Covid-19.

- Notify your immediate supervisor if you or anyone in your household experienced flu-like symptoms in the last 14 days.
- Notify your immediate supervisor if you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19.
- Notify your immediate supervisor if to the best of your knowledge, you have been near any individual who tested positive for COVID-19. Employees that reported any of the above, or do not feel well, or who reside with an infected individual will not be allowed to work on property.
- If an employee is sick, they should follow CDC guidelines to Stay home

Staying with us

In addition, we have made the following adjustments to our operations and service offerings:

Guest Rooms: We will honor a minimum of 24 hour period between each guest stay.

Check in: Our check in process has been transitioned to contactless.

- 24 hours prior to arrival you will receive an email you will need to verify you have received your COVID-19 test results. If you have not received your result please contact our main office as soon as possible to make arrangements for your arrival.
- On your arrival day you will receive an email that includes a map of the property as well as your 4 digit lockbox code to access your room.

Check out: Our check out process has been transitioned to contactless.

- Upon checking out, place your keys in the drop box located in Kai Parlor.

Housekeeping & Maintenance: Our housekeeping & maintenance team will not be servicing your rooms unless there is an emergency. We will be happy to deliver requested items to your room and leave outside your door. Contact housekeeping during the hours of 8:00am to 3:00pm with your requests.

Common Areas

Masks: Masks are required to be worn in all public areas. In accordance with CDC guidelines, we require face coverings in all indoor public areas of our hotel for guests and team members. If you have a medical condition that prevents you from wearing a face mask you will be required to wear a face shield.

Social distancing: Maintain a six foot distance from others.

Sanitize: We have added hand sanitizer stations to all entry points for when hand washing is not available.

Cleaning products & protocols

We have worked with Ecolab to ensure we are using EPA-approved cleaners to prevent the spread of COVID-19

COVID-19

If you experience any symptoms of COVID-19 during your stay or upon returning home, we ask that you reach out to our Daily Operations Manager at (808) 889-0404 ext 106. So we can take the necessary precautions to ensure the overall safety of our employees and other guests.

If we are alerted to a presumptive case of COVID-19 at the property, we will work with the CDC to follow appropriate actions recommended by it.

Mahalo!



FACE MASK REQUIRED!

All essential businesses now require a face mask to enter per Governor's Emergency Proclamation and Mayor's Emergency Rule.

Please wear a mask or face covering while in this business or waiting to enter this business.

Please do not enter this business if you have a cough or fever or otherwise do not feel well.

Maintain a six-foot distance from one another.

Sneeze and cough into your elbow, do not shake hands or engage in unnecessary physical contact.

Mahalo!

