

New Point Miami

General Guidelines COVID-19

We have taken all actions and measures required to guarantee the protection of both guests and employees in terms of social distancing and PPE guidelines as defined by the Emergency Orders, the Centers for Disease Control (CDC) and consistent with Occupational Safety and Health Administration (OSHA) and other regulatory guidelines.

In that regard, we are ready and count on all conditions required to prevent gatherings of more than 10 people, to make sure that convention and meeting spaces follow social distancing guidelines as noted in the section covering these spaces below:

1. Six-foot distance between people, other than family members
2. Wash hands and/or use hand sanitizer very often
3. Staff and guests must wear a mask or cloth face covering that covers the nose and the mouth as required by Emergency Order (EO) 20-20.
4. Facial coverings must be worn by guests in common areas in the interior of the facility and in common areas in the exterior of the facility where social distancing cannot be achieved.
5. Staff must wear facial coverings at all times inside the facility and in common areas outside the facility.

Facility Requirements

Our facility has been fitted out with the following items:

Hand Sanitizer or Hand sanitizer dispensers (at least 60% alcohol content) that have been placed at key guest and employee entrances and public areas throughout our property, in addition to those that have always existed in the lobby restrooms, outfitted with soap and water.

Signage

As far as **signage** is concerned, New Point Miami has:

1. Posted signage for guidelines in prominent locations in a clear, concise and friendly language that explains guests the new procedures.
2. Posted those guidelines in English and Spanish.

3. Posted the signage throughout the property, reminding employees of the proper use of personal protection equipment (PPE).
4. Checklist and visuals for employees have also been posted.

Elevators

Since our property is equipped with elevators, we have secured that:

1. Elevators may be used up to 50 percent capacity, with no more than 4 occupants unless they are from the same family. Distance in the elevator has been marked to organize guests to stand at 3-foot distances between occupants who are all wearing facial coverings or masks, unless traveling as a family unit.
2. An employee of the building will be present to sanitize the button panels at regular intervals, at least once per hour.
3. We have provided hand sanitizer or paper towels to customers, at the lobby elevator point so that each guest can avoid directly touching common areas and clean their hands if they have to touch a common area.

Cleaning and Sanitation

You can rest assured that our Company will make its very best to follow guidance of the CDC, OSHA and World Health Organization.

Some of the actions and measures we have already taken include:

1. Guarantee regular housekeeping practices and the use of EPA approved cleaning solutions only.
2. Make sure that cleaning and disinfecting in the front and heart of our property will be conducted twice daily in all public spaces to include but not limited to, front desk check-in counters, elevator and elevator buttons, door handles, public bathroom rooms, room keys and locks, stair handrails, gym equipment, dining surfaces and seating areas.
3. As far as guest rooms are concerned, we will follow industry leading cleaning and disinfecting protocols to clean guest rooms. We will be using approved disinfectant to thoroughly clean all high-touch points including telephone, remote control, bathroom sinks, toilets, shower, tubs, hair dryers, desks and mirrors.
4. All bed linens and laundry will be washed at high temperatures and in accordance with CDC guidelines.

Our business operations

1. The building valet service also follows all the safety protocols.
2. Guest entry will be staggered by group/individual with a limit of 10 total occupants in the lobby or 10/500SF (including employees).
3. Guests will wait for assistance in front of the office on visible markers that are 6 feet apart.
4. Only 1 person/group will approach front desk for assistance (should be one guest/person per station if stations are six feet apart)
5. Guest check-in will be accomplished with minimal contact points.
6. The reception desk has always had a medical kit, yet we will now include items described below:
 - Germicidal disinfectant/wipes for surface cleaning tissues.
 - Face/eye masks (separate or combined, face shield, goggles). Note that disposable face masks can only be used once.
 - Disposable gloves.
 - Biohazard disposable waste bag

Building and Office Considerations

1. Workspaces for offices and the front desk will be spaced at least 6 feet between each employee.
2. Front desks will provide a physical buffer between guest and employee, such as a plexiglass shield or other division wall.
3. We have established a disposal plan for contaminated materials, such as PPE and soiled cleaning supplies.
4. Furniture in common areas has been shifted to accommodate social distancing guidelines.
5. Pools, gyms and other amenities will follow Emergency Orders and guidelines as developed.