

Date: 12/03/2020

To: Lavana Thai Spa Clients

From: Lavana Thai Spa Management

The world health community continues to closely monitor the emergence of the "**Coronavirus Disease**" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of concerns. First and foremost, we want to maintain a safe workplace and encourage or adopt practices protecting the health of employees, customers, visitors and others. We also want to ensure the continuity of business operations in the event of a pandemic.

All Lavana Thai Spa employees cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

Employees are reminded of the following:

- To stay home when they are sick.
- Wash their hands frequently with warm, soapy water for at least 20 seconds.
- Cover their mouth with tissues whenever they sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surface with 80% Propyl Alcohol Disinfectant.

Lavana Thai Spa has provided alcohol-based hand sanitisers throughout the Spa and in common areas. Cleaning sprays and wipes have also been provided to our receptionists to clean and disinfect frequently touched objects and surfaces such as door handles, telephones, speed-point machines and keyboards.

Our employees are well aware that it is crucial that they do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever without the use of fever-reducing medications.

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill are sent home in accordance with these health guidelines.

We also encourage all our Clients to please not make a booking for any Spa Treatments if they are experiencing any flu/fever-like symptoms

LAVANA THAI SPA