



Hilton Hotel Sandton

138 Rivonia Road

Sandton 2196

To whom it may concern

This note serves to confirm that, Hilton Hotel Sandton operates under the laws of the Republic of South Africa and complies with the Disaster Management Act regulations pertaining to Lockdown Level 1. All persons on your premises, Team members and guests are required to follow these protocols including temperature scanning, wearing of a face mask and social distancing. Our restaurants and conferencing spaces have a maximum 50% capacity or under 750 people.

All essential workers who operates to and beyond the curfew time of 00h00 have signed work permits, which is attached in the government gazette.

I, Linda Reddy, the Hotel General Manager hereby confirm that, our employees are in the possession of the said permits that allows them to travel home after work. However, our normal shifts ends at 23:00 and employees are required to leave the work place within 30 minutes after their shifts end.

Should there be any further information, that you require, please do not hesitate to contact me.

Sincerely

A handwritten signature in black ink, appearing to read 'Linda Reddy', written over a circular stamp or watermark.

General Manager

Date: 25/11/2021



Hilton Hotel Sandton

138 Rivonia Road

Sandton 2198

To whom it may concern

This note serves to confirm that Hilton Hotel Sandton complies with the Disaster Management Regulation on Health Protocols.

To do so, the following is in place

Entrance points;

- Social distancing is practised.
- Temperature check is done and recorded
- Sanitising is taking place.
- Issuing of face mask is done.
- Information in form of stickers and electronic.

Bathroom

- Cleaned and sanitised once per hour (depending on the business)
- Soap dispensers refilled.
- Sanitiser refilled.
- Information on the walls.

Public areas

- Sanitisers' dispensers available and refilled always.
- Information in the form of stickers.

Elevators

- They are cleaned regularly.
- Signs and information visible inside e.g. two people at a time.
- Electronic hand sanitiser outside the lifts.

Guest Rooms

- Cleaned and sanitised before guest arrival.



- Clean stay stickers are put in the following areas, TV remote and main door handle.
- No cleaning of the occupied room except on request.

Gym/Fitness centre

- Social distancing signs and other relevant information is provided.
- Good spacing between the machines.
- Towels are provided on entry
- Sanitisers and wipes are available

Take note that employees are given all the necessary PPE depending on department and nature of job that one is entitled to do.

Signed by:

A handwritten signature in black ink, appearing to be 'A. P. ...'.

Designation:

A handwritten designation in black ink, appearing to be 'GM'.

Date:

A handwritten date in black ink, appearing to be '25/11/21'.