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## **COVID-19 health and safety policy guidebook for Feelgreen Travel staff**

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### **1. General policy**

- only healthy staff and contractors are permitted to work
- guides are obliged to wear protective face masks while in closed spaces and objects
- guides are instructed and educated on health and safety protocols (safety distance, cough and sneeze hygiene, manipulating the vehicle and objects)

### **2. Guide – group interaction scenarios**

In vehicle

- vehicles are equipped with hand and surface disinfectant, tissues, and trash bin at the disposal of our guests all the time
- social distancing and necessary behavioural adjustment guidelines are available on printed materials in vehicles
- guests are asked to disinfect hands before each entry into the vehicle
- sliding car doors are opened and closed by the guide
- vehicles are thoroughly disinfected after each trip with certified alcohol-based disinfectant
- driver is required to wear personal safety mask while inside the vehicle and while driving
- guests are obliged to wear protective face masks while in vehicle the entire time
- guests are not allowed to touch the mask while in the vehicles

On foot

- guests are asked at the beginning of the tour to only participate on tour when they are completely healthy and without any COVID19 symptoms
- guests who show up with symptoms are not permitted to join the group and are not entitled to a refund
- guide explains social distancing and behavioural adjustments that need to be obliged while on the walking tour
- maintaining a 2-meter personal distance while outside
- cover your mouth and nose when sneezing with a tissue or upper sleeve, dispose tissue properly
- wash/disinfect your hands before each meal
- guides wear protective face masks when in closed areas or when a 2-m personal distance cannot be maintained
- guides are instructed to manage all doors in buildings to reduce the possibility of intra-group infection
- guests are obliged to use protective face masks while in closed areas (subject to change)

### **3. Important note**

COVID19 policy is subject to change due to governmental decrees which can come in force sometimes in less than 24 hours. We reserve the right to amend our policy and this guidebook without prior notice. Each amendment will be published on our website.

For additional information about the governmental regulations we kindly ask you to visit the official website <https://www.gov.si/en/topics/coronavirus-disease-covid-19/>.

For all trip related questions, we are at your disposal through our contacts published on our website.

Feel Green Travel team