

Kobe Portopia Hotel

COVID-19 Prevention Methods for Meetings and Events

At Kobe Portopia Hotel, we are taking the following measures so that clients may confidently host banquets, meetings, events, and so on using our facilities.

- The building is regularly cleaned and disinfected. There are disinfectant stations found throughout the hotel for the guest's use.
- Information about our hotel's safety measure are posted at the entrance of every meeting room.
- The air conditioning in the rooms is constantly ventilated with a system that brings in fresh air from outside. Depending on the situation, an air purifier or disinfectant is available for use.



■ Temperature

- A thermography camera is installed at the entrance of the hotel to measure the body temperature of guests as they arrive. (Any individual with a fever of 37.5°C or higher is asked to refrain from entering the building.)
- The thermography sensor is available to rent for individual meetings and events.



■ Hotel Staff

- Employees disinfect their hands with an alcohol based solution when arriving to work. A thermography camera is set-up at the employee entrance so that staff may check their temperatures when they arrive.
- All staff wear masks while at work and disinfect their hands as necessary throughout the day.
- Food and beverage service staff will wear gloves depending on the situation.

■ Seating Capacity

- We will propose an appropriate arrangement according to government guidelines and the client's request.

■ Registration

- We will prepare a disinfectant solution at the reception area and entrance to the venue. We ask that event hosts instruct their guests to comply with the hotel's rules and disinfect their hands before entering.
- A clear window barrier to prevent the spread of pathogens is available to rent for event reception desks.

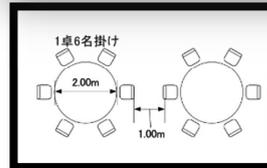
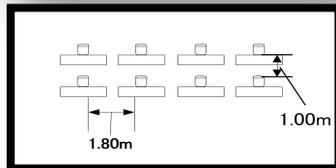


■ Table & Chair Spacing

- In order to maintain physical distancing, tables and chairs are arranged to allow for, at least, 1 meter of space.

When using long tables → 180 cm

When using circular tables → 180 cm



■ Layout for Catering and Banquets

- Each 200cm circular table will seat up to 6 guests.
- Rental barrier panels are available upon request. (Rental Fee)

■ Food Service

<Buffet>

- Depending on the food served, a clear barrier is set-up on the buffet tables to prevent the spread of pathogens.

- Depending on the food served, staff will prepared individual portions to distribute to guests.
- In order to maintain physical distancing, markers are placed in front of the food tables to indicate where guests should stand while waiting.
- A number of hand-disinfection stations are located throughout the venue.



<Table-side Service>

- Every plate will be prepared for each individual guest.

■ Additional Notes

- For banquets, the hotel will assign a member of staff to be in charge of hygiene.
(doorknob, table, food table, bar, etc. are disinfected by the designated staff)
- Cloak tags and other items are properly disinfected.
- Inquiries about banquets, events, etc. can be made online as well as in-person.
(Please apply for an online session through our homepage.)

- * If you have any other questions or requests, please contact your sales representative.
- * The above contents are the most current COVID-19 preventative measures. Please be aware that the content may change depending on the situation.

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Kobe Portopia Hotel Sales Division