

Letter of Consent

for Guests Who Have Been Outside of Japan in the Past 14 Days
and Guests Who are Not Feeling Well

Thank you very much for choosing to stay at Hotel New Otani Tokyo.

It is our utmost wish to offer to all our guests, a comfortable and pleasant hotel experience. However, in light of the current spread of COVID-19, please understand that there will be certain restrictions in the services we offer, in order to minimize risks for both our guests and employees.

Furthermore, may we please ask for your consent on the following:

- 1. Please wear surgical masks during check-in and check-out procedure at the front desk.**
- 2. If you are visiting Japan under the Business Track scheme, please present upon arrival at the front desk your Written Pledge and Schedule of Activities in Japan.**
- 3. Please note that you will be assigned to a room in the Garden Tower.**
- 4. For hygiene management purposes, you will be required to change rooms every five (5) nights.**
- 5. Please monitor your health condition carefully during your stay. Please contact the Assistant Manager (ext. 84) from the in-room phone if you do not feel well.**
- 6. Housekeeping activities will be limited to supplying of bed linen (sheets & pillowcases), towels, and bath amenities; and collecting of trash. Please contact Housekeeping (ext. 33) to request the above services. You are requested to make your own bed. Please place used linen and towels in the plastic bag provided for this purpose.**
- 7. We cannot provide laundry service.**
- 8. Please do not have any visitors from outside the hotel.**
- 9. Please do not leave your room during your stay. (Business Track visitors may leave their room only for business activities set forth in their "Schedule of Activities in Japan", and return immediately to their room afterwards.) We regret that you may not use the restaurants, bars, lounges, or smoking booths within the hotel.**

10. Please order your meals from Room Service (hours: 6am - midnight). Your order will be delivered outside your door on a wagon, and staff will ring your bell to notify you. Please open the door after the staff has left.

When you are finished, please leave the wagon outside your door and call Room Service (ext. 2) to request pick up.

11. In the event that you test positive for COVID-19 during your stay, please note that we may charge you with sanitization costs of your room and other facilities you used, costs for any necessary replacement of equipment, damages for lost sales in the event of business suspension, etc.

Thank you for your understanding.

Hotel Management

I confirm that I have read, understand, and agree to the above conditions.

Signature: _____

Name in print: _____

Date: _____