



CHIJMES HALL



CALDWELL HOUSE

BY WATABE WEDDING

Dear Clients,

Precautionary Measures In Response to Wuhan Coronavirus (2019-nCoV)

Watabe Singapore Pte Ltd is taking the necessary precautionary measures in accordance with the advice from Singapore's Ministry of Health to mitigate the spread of virus. We are currently doing the following precautionary measures:

- Provision of hand sanitizers at reception area for guests
- Hand sanitizers will be made available at Concierge counter, lift lobby, Fire Command Centre and Loading/ Unloading Bay
- Increased frequency of cleaning of all common areas within the building with recommended disinfectant solutions
- Identification of an area to be used as an isolated room in the event of confirmed cases
- Internal staff and appointed vendors to sign travel declaration form and undergo temperature checks
- Requirement for external vendors engaged by client to sign travel declaration form and undergo temperature checks
- Internal service providers will practice frequent hand washing with anti-bacterial soap

The well-being of our guests is our top priority. Guests who are unwell are advised to seek medical attention promptly. With this, we regret to inform that entry to our venues (CHIJMES Hall or Alcove at Caldwell House) will be restricted if a guest looks visibly unwell or has travelled to mainland China recently.

Let us play our part in keeping good personal hygiene and taking social responsibility. There may be some inconveniences as preventive measures are taken, but together we can keep everyone safe while minimizing disruption to our events.

Thank you for your kind understanding.

Yours sincerely,

Management of Watabe Singapore Pte Ltd