

COVID-19 Safe Policy

Donahey's Events LTD

Donahey's Events LTD is committed to help prevent the spread of Covid-19 and will take all mitigating actions possible to reduce the risk of transmission.

Clear communication to guests & staff is critical to ensure they take all reasonable measures to comply with social distancing and hygiene measures at all times, before, after and during their break.

Donahey's number one priority is our guests, performers & team safety.

Donahey's will always be following the latest UK government guidelines and regulations.

Donahey's continue to work in partnership with our venue management teams towards delivering you a safe & fabulous Dancing With The Stars Weekend – something we are all very much looking forward to right now.

Our Resort Hotels are all designated 'Good to Go', the industry issued standard that confirms a venue has COVID-safe policies in place. Over the recent months our venues have returned to providing safe & successful indoor events, operating at normal capacity with dancing allowed.

The purpose of this document is to establish:

Safe practices and procedures to help prevent the spread of Covid-19
Staff responsibilities in implementing Covid-19 safe practices and procedures
Guest responsibilities in implementing Covid-19 safe practices and procedures

All guests have a shared responsibility in the safety of our break. As the situation evolves, so will our approach to keeping guests safe. This policy will be communicated in written form in advance to all guests prior to their attendance and will be rigorously enforced by Donahey's.

Pre-Attendance

Donahey's Covid Safe Policy communicated to all guests, performers & team in advance of arrival by email

All guests, performers, team & contractors must provide evidence of;

- Proof they are fully vaccinated or have medical exemption/natural immunity.

AND;

- Proof of a negative NHS Lateral Flow Test (LFT) taken on the day of arrival.

No admittance without both. Guests, performers & contractors reminded of this in pre-event joining letter, and in a text message the day before and day of arrival.

Symptoms which won't be accepted during the break include a high temperature, a new and continuous cough, sudden loss of taste or smell. If pupils have symptoms, test positive for COVID-19 or have been in direct contact with an infected person they should not attend.

Check-In/Registration

Separate Donahey's check-in & registration area agreed with venue

Guests should be spaced apart for check-in.

Two check in desks will be available, one checking in guests named A to M, the other N to Z.

All guests must provide proof they are fully vaccinated or have medical exemption/natural immunity and proof of a negative Lateral Flow Test (LFT) taken on the day of arrival.

As a date stamped photo of the test cartridge on your smart phone.

Should a guest arrive without proof of a negative LFT, they will be provided with a LFT test and asked to proceed to their car to undertake the test, returning once the test is complete and negative. If a guests LFT is positive they should leave the venue and return home.

Should a guest arrive with no proof of full vaccinations or medical exemption/natural immunity, the guest will be asked to leave the event. Before asking the guest to leave there are to be two members of Donahey's team available for safety and security. Any threats or abuse from guests towards staff will not be tolerated and venue security should be called.

To comply with UK GDPR guidelines, absolutely no record whatsoever will be made of guests, performers, team members & contractors Vaccine & Test status.

To enter the event, all guests will be issued with a wristband. Any guest without the appropriate wristband will be asked to leave the event immediately.

Guests required to sign Donahey's Participant Acknowledgement of Responsibility and Liability waiver.

Check in is available between the hours of 1.30pm and 6.30pm, guests encouraged to arrive during the day and avoid peak times of 3pm-4pm.

To avoid congestion, two registration desks available; A to M & N – Z.

Q Busters managing queue at peak registration time of 2.30pm-4.30pm. Managing queue, requesting guests are spaced out and that they have everything to hand ready for arrival at the registration desk. Spare LFT's handed out to those who may have forgot or don't have correct evidence.

Only pre-registered guests with; Name, Telephone number and Email address admitted.

Guests & team members encouraged to use hand sanitiser at check-in. 2 bottles available on each desk

Ballrooms

Ballrooms inspected prior to opening to ensure clean and ready

A separate Entry & Exit for good flow.

Automatic Hand Sanitiser dispensers at main entrances

250ml Hand sanitiser dispensers on every table throughout the whole weekend, two each on large tables.

- *additional large containers of sanitiser taken for topping up as required.*

Windows & doors opened for fresh air circulation in the ballrooms.

Additional ventilation for continuous fresh air circulation on if available.

Water stations available outside each ballroom and guests encouraged to bring own re-useable bottle/mug for water.

Lessons & Dancing

Guests encouraged to arrive dance-ready, dance-shoes on, with minimal bags.

Guests advised not to arrive early for ballrooms to avoid queues & congestion.

Separate designated area for guests to queue for Ballroom opening – where possible and if weather permits use outdoor spaces.

Guests should enter through the one-way entrance doors and leave one-way out directly through the fire-exit doors.

Guests encouraged to use hand sanitiser upon entrance to Ballrooms

No changing partners

Guests encouraged to use hand sanitisers during the lessons & dancing.

Guests timetabled to have two workshops back to back to minimise guest movement in-between ballrooms/workshops

Strictly no spectators in the ballrooms during workshops

Strictly no food to be brought into the ballrooms.

Alton Towers and Beaumont ballrooms are located in two different buildings to limit cross over.

At Celtic Manor, the ballrooms are adjacent to each other so Donahey's team to ensure workshops finish at slightly different times in each ballroom to avoid both ballrooms exiting at the same time. Alternatively delay guests departure from one ballroom whilst the other ballroom guests depart.

Guests should not loiter in groups outside following the lessons, performances & dancing

Teachers, Performers & Team

Team issued & trained with Donahey's Covid-19 Safe Policies

Face coverings & Visors freely available

During the event, Donaheys' Event Co-ordinator responsible for continual monitoring the latest government advice and responding where/if required.

Teachers & performers advised of Donahey's Covid-19 Safe Policies in advance of arrival and upon arrival.

All to take a Lateral Flow Test on the day of arrival and provide evidence upon arrival to Donahey's Event Co-ordinator.

Unless exempt, all advised to wear face coverings during check-in & whilst moving around the venue during the weekend,.

All advised to regularly use Hand Sanitiser.

Teachers able to wear a face mask or face shield during tuition. Where teachers chose to wear a face mask when physically dancing, teachers should ensure they take regular & frequent breaks without face coverings to ensure they don't start to feel faint due to lack of oxygen.

No teachers to dance with pupils.

Teachers to limit face to face working and physical contact work

Donahey's team advised not to get up close & personal with guests and respect guests personal space. Strictly no hugging, kissing or shaking hands with guests.

Teachers should avoid raising their voices and use Microphones to avoid shouting.

Microphones will be sanitised/change bobble/headpiece after each teacher finishes their set of workshops.

Music played at a lower level to prevent shouting.

Photocall – 2 guest tables at a time, strictly no contact with performers.

Strictly no guest interaction at end of workshops or selfies allowed with Strictly Stars

Venue Covid Secure Policies

In advance of each event, discuss & agree each venues additional safety measures that will be in place to help our Dancing With The Stars bubble be as secure as possible.

Request all Front Of House personnel involved in the delivery of our event take an LFT prior to commencing shift.

Request increased public area cleaning – ensure high visibility throughout.

Staggered, pre allocated arrival times for all guests attending the restaurant.

Request copy of hotel plan should a hotel guest fall ill whilst in the public space or in their bedroom.

Request copy of venues Covid-secure policy

Request Air Conditioning in main ballroom is checked and filters cleaned or new filters fitted if possible

Ensure the venues safety measures are in place to ensure the safety and well-being of all our guests, performers and team.

Resort Hotels current Covid-19 safety measures & policies available to view here;

www.altontowers.com/plan-your-visit/coronavirus/

www.devere.co.uk/wellbeing/

www.celtic-manor.com/about-your-stay

Guests advised to view the above enhanced safety measures that our Resort Hotels have in place.

Illness during the weekend

Throughout the weekend Donahey's 0800 160 1770 telephone number available for guests to directly report illness or address queries to Donahey's iPoint

Should a person feel ill during the weekend the Event Director is to be notified immediately who will arrange for the following procedures to be undertaken;

- Any person displaying Covid symptoms is to be dealt with confidentially.
- They should be directed to their bedroom and supplied with an LFT test.
- Spare LFT's available from Donahey's iPoint.
- All venues Covid protocols are to be followed.
- If the person tests positive for Covid-19 or continues displaying symptoms, they should be asked to leave the venue by their own transport.
- Bedroom isolated for 72 hours & deep cleaned.
- Responsibility for advising guests close contacts lies with NHS Track & Trace

Accident or Emergency

In an emergency, for example, an accident, provision of first aid or fire, people do not have to stay appropriately distanced if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands & hand sanitisation.

PPE equipment (gloves, aprons and visors) available for designated first aiders.

Additional Information

All Pupils will receive notification of Donahey's Covid Safe Policy by Email.

Throughout the event a team member to always have the Donahey's mobile phone, reachable by calling Donahey's freephone 0800 160 1770, for guests to report any illness or symptoms during the break.

This health and Safety document has been expanded from our usual Health and Safety plan and has been created in line with the UK governments guidance.

We will continue to monitor how theatres and similar events & leisure breaks re-open & what information they provide to guests to ensure we provide an exceptional level of safety, service & advance reassurance in line with our industry.

Continual monitoring & implementation of the latest government guidance

This health and Safety protocol should be considered as a work in progress document. It is our proposal to review and change where necessary in either direction based on the latest and most current government directives. Our next review date is scheduled 5-weeks from the latest update of this document, or sooner should government guidelines change.

Prepared by: Paul Donaghey Donahey's Events LTD & Sophie Kelly SAFETY CONSULTANT A.C.T. National

Date of risk assessment: 28th January 2022 & updated 24th June 2022

Next review due date: 1st January 2023 or sooner as new legislation or UK Government Guidance is issued.

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