

Physical Distancing + Hygiene Plan



- Staff should practice social distancing by standing at least 1.5 m (6 ft) away from other workers.
- Hand washing is indicated at least every 30 minutes or when necessary: after blowing your nose, coughing, sneezing, scratching, going to the bathroom, touching money, handling raw meat, touching door handles, doors or equipment, etc.
- Avoid touching eyes, nose or mouth with your hands.
- Cover your mouth and nose with a tissue after coughing or sneezing or into your elbow, then throw the tissue in the trash and wash your hands immediately.
- Staff should shower daily and change into clean clothes as soon as they arrive onsite for a wedding
- Avoid shaking hands or hugging or kissing people as part of a greeting.
- Staff authorized to use cellphones should wipe them down with a microfiber cloth every 60 minutes or when necessary.
- In response to any inquiry regarding the epidemiological situation, avoid personal statements and inform about the important actions and measures that are being carried out to protect our health.
- Markers will be used to clearly show customers the distance they must maintain between one another where queuing is taking place
- Sanitize indoor/outdoor areas after being used with bactericide solution: surfaces, equipment or objects that are frequently touched such as: doorknobs, door handles, switches, pipes etc.

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- Each vendor will be responsible for thoroughly cleaning the areas they are using during the wedding
- Wearing gloves is indicated to perform specific actions such as: folding napkins, cleaning silverware and glassware, delivering petit four. Try not to interrupt the activity to make better use of gloves
- All staff are required to wear protective face masks
- Staff should inform the Safety Point Person (SPP) of any possibly sick guests and any sick workers
- Vendors will access the venue through a specific team member access area and they all should have their temperatures taken, entire body and shoes thoroughly sanitized
- Avoid use of jewelry that interfere with proper hands hygiene like wristbands with hanging items, of fabric or leather, as well as ties or any other ornamental object. Watch much be water resistant
- Assign a room or small tent for the SPP to conduct checks and quarantine guest or staff who show flu-like symptoms if necessary
- Signs should indicate all sanitary prevention actions in guests and staff areas as well as wash hands in bathrooms, basic respiratory illness symptoms, avoid physical contact, etc.

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- There will be specific designated stations with sanitizing gel, sanitizing towels, disposable tissues with a bin with lid and pedal
- The wedding planner will have face masks for guests that requests them
- Face masks will change every 4 hours and face shields will be disinfected every 30 minutes
- There should not be groups of staff in any common area. Walking is to be done alone and keeping physical distance
- Ladies will avoid loose hair and gentleman beard and mustache when possible
- When possible, stairs will be used instead of elevators avoiding touching handrails and keeping physical distance of 1.5 m between persons
- It is prohibited to share utensils, work tools or personal objects without proper sanitizing
- It is prohibited to spit, if necessary, it should be done with a disposable tissue, throwing it to trash and washing hands afterwards

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- It is responsibility of each vendor to bring their staff in perfect health condition.
- Use of facemask is mandatory unless at the exact moment of the performance of an entertainer.
- Without exception entrance to property is from staff entrance where all protection and prevention procedures must be complied (use of facemask, temperature scanning, sanitizing gel, shoes disinfection).
- It is mandatory and permanent that all artists without exception carry with them a facial towel and a hand towel to dry sweat excess between performance
- For providers that bring their own equipment like speakers, microphones, ladders, musical instruments, etc. they should be disinfected before entering the venue in presence of the SPP.
- Must cancel any act that involves close interaction with guests. Particularly with musicians and fire performers, healthy distance must be practiced and anticipate closure to guests when they approach for a specific request.

Catering hygiene procedures



- Entertainment is responsible for adapting dressing room and event areas to ensure physical distancing between artists. Inside dressing room should be a sanitizing gel.
- All areas used by artists or providers need to be sanitized before and after use.
- In case any vendor is confirmed with Covid-19 they should be isolated and inform the SPP to take necessary precautions.
- Vendors that do not comply with protective and prevention protocols will be sanctioned and reported by the SPP as being non-compliant

Catering hygiene procedures



- Buffet service will be adjusted and caterers will offer a fully staffed buffet line or à la carte service.
- Two buffet set ups may be required to respect social distancing rules.
- Placemats, tablecloths and napkins will be replaced for clean sets after each service.
- Catering and bar staff should perform hand disinfection every 30 minutes as strictly as possible.
- Guests should avoid handling food at all times, wait staff will be directed to bring food straight from the buffet line if guests would like a second portion.

Physical Distancing + Hygiene Plan



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- Planners will provide guests with damp clothes to sanitize their cell phones
- Tables will be set at 50% of capacity to respect social distancing.
- All frontline staff will be required to wear a face shield at all times. Masks will be thoroughly cleaned and disinfected after use.
- At dinner, catering staff will be serving meals from buffets, self-service is not allowed
- Dirty or clean linen are kept inside bags and kept closed
- It is mandatory the use of disposable gloves to manipulate clean linen, napkins, china, cutlery or glassware
- All food should be cooked at 70°C when hot plates allows
- Waiters' service stations must be sanitized frequently and must have a sanitizing gel dispenser to be used just when needed not to substitute hand wash.

Communication and Reporting Plan

SAFETY POINT PERSON (SPP) – ROLES AND RESPONSIBILITIES



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- A Safety Point Person (SPP) will be available at every off-resort wedding.
- The SPP will have a separate room or tent away from the main event space for testing, isolation and quarantining if necessary
- All vendors and staff will go to the SPP area for temperature checks and to fill out their questionnaire and confirm their contact details
- The SPP will have all contact information for every person at the event
- The SPP will have contact for a nurse that will be on call and for an ambulance. They will also have an emergency plan in place for the Day of Wedding.
- The SPP will be responsible for reporting any required details to the necessary authorities regarding safety at the event

EMERGENCY PLAN



- SPP will report any signs of a guest or staff with covid-19 related symptoms
- SPP will isolate guest or staff in the space provided for quarantining
- SPP will follow the appropriate emergency plan measures to move the guest/staff from the premises and to an appropriate facility for further medical diagnosis and for appropriate action to be taken
- The SPP will prepare a report on the situation to be submitted to the appropriate authorities
- The isolation tent will be completely sanitized after any event of quarantining
- The SPP will change clothes and shoes, wear new mask and face shield after any incident in their area

Emergency Contacts

- Nurse on call:
- Ambulance:
- Closest hospital:
- Property guest is registered in:
- Ministry of Health:



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