

SAEKER



## Covid-19 Policy

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| Approved by      | Linden Beattie, General Manager |

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Dear all,

At Wyboston Lakes Resort the health and safety of our team, our customers and our suppliers is of paramount importance and throughout this pandemic we have demonstrated this with the proactive measures we have taken.

During the initial UK wide lockdown period we planned, invested and prepared so that our venues were ready to reopen. We introduced strict additional cleaning regimes to do all that we could to help stop transmission of this virus, as well provided physical barriers, signage and PPE. Technology has also been utilised with a new food ordering portal, both online and kiosk check in/out facilities have been installed, cashless payments rolled out across the site, digital in room information portal and thermal imaging tech has been introduced at all venues. When we reopened the facilities that were closed we continued learning and refining our practices and as we have serviced key workers from the NHS throughout the last year and hosted one of the government's pilot events for our sector, we have built up a wealth of knowledge which we have shared with the wider industry via several leading trade associations that our Directors hold senior positions with.

We are supported all year round by expert Health and Safety Consultants who offer proactive assistance in the form of regular updates on legal and best practice guidance from all aspects of Health and Safety. Their invaluable assistance allows us to benefit from a wider pool of knowledge as they support hospitality businesses large and small across the UK and it is with their expert insights, coupled with the skill of our highly trained and competent management team, that we have been able to put together this robust and comprehensive document.

This plan sets out what we are doing to help keep everyone safe and details the specific measures that are being taken. Given the ever-changing nature of this situation this plan will also keep evolving to ensure it remains up to date, relevant and effective.

We have been accredited by several external moderators as Covid Safe and the link below shows just some of the actions we have taken <https://view.contact-client.com/Addons.mvc/Addons/ViewInBrowser?v=Yakntv7JwE%2bDyhTulv4Hi%2fmfqXZmbYeAiURGuVifADgQ9wcJ8dAOOATouFRbKMThe6S%2fpgg6Fp8%3d>

We are having to do things differently and some of our usual standards and levels of hospitality will temporarily be amended but, rest assured we will still be putting you first, doing whatever we can to make your time with us as enjoyable as is possible but all wrapped in a package to keep you, along with my hard working and extremely dedicated colleagues, safe.

With many thanks



Steve Jones

**Managing Director**

## Introduction

COVID-19 is a new illness that can affect the lungs and airways. It is caused by a virus called coronavirus. The symptoms of Covid-19 are a cough, a high temperature and shortness of breath. These symptoms are similar to a common illness such as a cold and flu. Covid-19 is generally spread by virus particles from coughing or sneezing landing in the mouth or nose of others nearby and on some surfaces where others pick it up on their hands and transfer it to their mouth, nose or eye. The virus is believed to live outside the body on some surfaces for several hours.

People and businesses are concerned about Covid-19 for a number of reasons that may include the following:

- + The scientific community is learning quickly about this virus but there is a lot they don't know yet. Uncertainty about how long it will last and how serious it will be leads to concern. On top of that, media speculation about what might happen in the future and some of the sensationalist headlines we are seeing on TV and in the newspapers doesn't help.
- + The mortality rate (number of deaths relative to the number of cases) is believed to be higher than seasonal flu.
- + This virus is believed to be more contagious than seasonal flu.
- + Vaccines that protect people most at risk of flu and its complications do not protect against all flu viruses and there is currently no vaccine for Covid-19. This will almost certainly change in the future, but not in the short term.
- + Covid-19 has symptoms like most other flu viruses, so it can be hard to know if you have it. This isn't a problem for most people because symptoms are likely to be relatively mild, but they can be more serious for some including the elderly (over 70), those with a weak immune system and those with long-term conditions like diabetes, cancer and chronic lung disease. The Government has also included pregnant women in the higher risk category.
- + People can carry the virus without realising for up to 14 days.
- + A global epidemic can be bad news for countries without such an effective health system. This is one reason why Governments around the world are taking the situation so seriously. Another reason is the damage that can be done to the UK and global economy.

The purpose of this policy is to establish the management arrangements required for ensuring that our venues have measures in place for the protection of team members, others who are not in employment (guests, visitors and suppliers etc.) and for the purpose of demonstrating this to others as part of due diligence processes.

There is a range of guidance documents which should be read in conjunction with this policy.

## Policy

So far as is reasonably practicable and in-line with UK government advice, we are committed to reducing the risk of exposure to Covid-19 to our team members, members of the public and others (guests, visitors and suppliers.)

The Department of Health and Social Care and Public Health England publish their guidance to [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus). This information and links to other relevant GOV.UK guidance is the primary source of information upon which this policy and guidance documents are based.

For the purpose of compliance with health and safety law, the content of this document is designed to meet the functional requirements of the following legislation:

- + The Health and Safety at Work etc. Act 1974.
- + The Management of Health and Safety at Work Regulations 1999.
- + The Personal Protective Equipment Regulations 2002.
- + The Control of Substances Hazardous to Health Regulations 2002.
- + The Workplace (health, safety and welfare) Regulations 1992.

## Implementation

This policy and guidance documents, along with all revisions, will be issued to each venue General Manager and Operations Manager.

### Each General Manager is responsible for:

- + Implementing this policy and operating standards within the Venue under their control and for maintaining the standards in place at all times through regular checks that must include enforcing regular handwashing, provision of Anti-bac and regular cleaning schedules.
- + Providing operational feedback to assist with improvements to this policy and/or operating standards to Linden Beattie, General Manager
- + Providing returning travel advice to their team members in line with the information provided at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus).
- + Directing team members requesting travel advice to [www.gov.uk/guidance/travel-advice-novel-coronavirus](http://www.gov.uk/guidance/travel-advice-novel-coronavirus)

## Review

Linden Beattie is responsible for making any agreed changes and for issuing updated versions of this document to each venue General Manager and posting into the online Saeker system library.

## Safe Working Practices

The Resort is open to the general public and safe working practices have been introduced throughout the resort. A risk assessment is in place documenting the safe working practices.

## Training

All team members will be required to complete training prior to returning to work. This will include the completion of an e-training module prior to the return to work. Once returned and prior to completing any tasks the team will be required to complete a departmental training program which will cover the process for safe working within the department. This training will cover specific processes for each department and as a minimum the following will be covered:

- +How to wash your hands correctly
- +Covid-19 awareness
- +Social distancing
- +The importance of personal hygiene
- + Employee awareness
- + Cleaning and disinfecting your work area

## Posters & signage

These will be displayed as reminders to all team members & guests in the following areas

| Title   | Suggested display locations   |
|---|---|
| Information & Advice for Employees              | <ul style="list-style-type: none"> <li>+ Inside employee entrance</li> <li>+ Employee notice board</li> <li>+ Shared facilities e.g. canteen, changing areas</li> </ul> |
| Hand hygiene                                    | <ul style="list-style-type: none"> <li>+ Hand wash basins</li> <li>+ Changing areas</li> <li>+ Toilets</li> </ul>   |
| Social distancing                               | <ul style="list-style-type: none"> <li>+ Inside employee entrance</li> <li>+ Employee notice board</li> <li>+ Shared facilities e.g. canteen, changing areas</li> </ul> |
| PPE   | <ul style="list-style-type: none"> <li>+ Employee notice board</li> <li>+ Housekeeping stores</li> <li>+ Changing areas</li> </ul>                                      |
| Respiratory hygiene                             | <ul style="list-style-type: none"> <li>+ Employee notice board</li> <li>+ Shared offices</li> <li>+ Changing areas</li> <li>+ Toilets</li> </ul>                        |
| Accommodation high contact touch point cleaning | <ul style="list-style-type: none"> <li>+ Housekeeping stores &amp; trolleys</li> </ul>  |

## PPE

Personal protective Equipment will be provided to team members where appropriate, the guidance on when PPE should be worn is detailed in the covid-19 employee hygiene standards SOP. The decision to wear PPE will be decided by each venue manager relating to the specific department with support from Saeker and training will be provided on how to safely apply and remove the PPE. Each department will be provided with a station to sanitise / wash their hands regularly

## **Track and Trace**

All residential and day guests will be encouraged to check in to a venue using the track and trace app, a QR code will be clearly displayed on the entrance to each venue and on the entrance to individual outlets. Team members have been advised to turn off the track and trace app whilst at work, detailed rosters are kept for this purpose. Team members that are required to enter a venue they wouldn't typically work from are encouraged to check in at that venue using the track and trace QR code.

## **Social Distancing – front of house**

Each department will review their capacity limitations in line with the current guidelines and agree their capacities for their department.

## **Social Distancing – back of house**

Where practical team members will work from home. Team members not working from home will be trained to practice social distancing where possible. Team members will be encouraged to bring their own food, additional space for team members to take their breaks has been introduced externally and team members will be encouraged to eat in outside areas or to take their food back to their desk for consumption.

## **Hand wash facilities**

Hand sanitiser stations will be placed at all team member and guest entrances and all areas where guests or team members are required to be present in any volume. These will include reception, restaurant, bars, coffee lounges, Y Spa and there will be prompts to remind guests and team members to sanitise their hands.

## **Thermal imaging cameras**

Thermal imaging cameras have been installed at The Waterfront Hotel, The Woodlands Event Centre and The Willows Training centre. All team members, members of the public and others visiting these sites will have their temperature recorded on entry to the building. A separate policy has been implemented for guests displaying a raised temperature.

## **Face coverings**

We will encourage team members and guests to wear face coverings. Each department will consider the requirement for face coverings when completing their risk assessment and adopt a policy as required. For instance, spa therapists who work in close contact with guests will be required to wear face coverings. Signage will be in place in all venues to encourage visitors and others to wear face coverings in all public areas.

## **Public Spaces and Communal Areas**

The frequency of cleaning and disinfecting has been increased in all public spaces with an emphasis on frequent contact surfaces including, reception desks, bar areas, lounge areas, meeting rooms, public toilets, offices, elevators, door handles, public bathrooms, room keys and locks, stair handrails, dining surfaces and seating areas. Separate NHS QR codes have been setup for each venue and will be displayed on entry into the venue for guests to scan using the NHS covid-19 app.

## Bedrooms

Unnecessary items will be removed to limit the number of items that need to be cleaned or discarded. Items which will be removed include:

- + Scatter cushions.
- + Bed throws.
- + Magazines and books including bibles leaflets or books

To reduce contact with guests', guests will need to vacate their room whilst the housekeeping team service the room.

Laundry and rubbish will be bagged within the bedrooms to avoid spreading the virus and rubbish and laundry will not be moved from one room to the next.

Team members such as technical services will not enter the bedroom while guests are in the room.

## Reception

Screen guards, hand sanitising stations and tissues will be in place at all reception areas.

## Food & Beverage

Protective screen guards will be placed on all bars. Tables and seating will be arranged accordingly to allow for social distancing and capacities will be introduced to limit the number of people in any space. Where guests will be touching utensils, hand sanitiser will be provided and utensils will be replaced every 30 minutes. Cutlery polishers will be used for sanitising all cutlery, the cutlery polishers have been fitted with UV-C lamp operating at a wavelength of 254nm. The UV light which is omitted breaks down coronavirus and makes it impossible for the microorganisms to replicate and infect. Cash will no longer be accepted.

## Y Spa

Screen guards will be present at all reception areas, hand sanitising stations and tissues will be available at all reception areas.

Space between packages will allow a deeper clean of more public areas. Screen guards will be present in food and beverage service areas and all food served will be either pre-packaged or delivered to tables.

"Limited contact" guest check-in and check-out will be in place and use of self-check in kiosk will be encouraged.

## Meetings & Events

All meeting rooms are sanitised prior to use, once sanitised a seal is placed on the door of each room to prohibit entry. Hand sanitiser and sanitising wipes are provided to all meetings as standard.

Organisers are sent the details of our policies prior to any event and are encouraged to share this information with trainers and delegates. Staff will limit the amount of time spent in occupied meeting spaces. High touch point areas have been grouped into zones with an appropriate sanitisation program introduced. Food and beverage break times are allocated to reduce crossovers between different groups.

## Golf

Hand sanitiser will be provided in public areas and prior to entering the course or driving range. Social distancing measures will be in place in the golf studio, driving range and on the golf course. Play will be managed, a contactless flagstick remover has been

introduced, A sanitising program will be introduced for golf buggies after each use. All tee times will be booked online and paid for prior to arrival.

### **Serviced Offices**

Hand sanitiser will be located throughout serviced office buildings, increased cleaning of public areas has been introduced and weekly fogging will take place, screens for reception have been installed and signage to encourage visitors and clients to wear a face covering.

### **Contactless Experience**

On departure guests can check out using the express check out option. Dedicated areas for check in will be available in the instance of a group check in being provided. An online ordering portal has been introduced for ordering food and drink.

### **Cashless**

To reduce the risk associated with transferring the virus we will no longer be accepting cash on the resort. As such guests will be required to pay by debit or credit card for any goods / service. All guests will be notified of this policy change prior to arrival at the resort.