



## Our Covid-secure operating plan

At the Alfa Leisureplex Group, the safety of our guests and employee owners will always be our number one priority and as a result we have introduced a range of Covid secure procedures. We are continually monitoring the Government's advice and will keep this information updated with any changes in line with the evolving guidance.

Detailed risk assessments have been undertaken and reviewed by our independent Health and Safety consultants to make sure we are following all the latest advice.

We have achieved the Visit Britain Good to Go accreditation and our Leisureplex Hotels have achieved the AA Covid confident accreditation for the processes and procedures we have implemented.



### GUIDANCE FOR CUSTOMERS

- Do not travel if you're experiencing any Coronavirus symptoms. These include a high temperature, a new continuous cough, or loss or change to your sense of smell or taste.
- Advise us immediately if you have been contacted by the Test and Protect system with reference to cancelling / postponing your holiday, as you will not be permitted to travel. The David Urquhart Travel Peace of Mind Guarantee allows you to transfer to a later date at no extra charge.
- Please note that for Test and Protect purposes we are required by law to record a name and contact number for all customers travelling. Information is collected solely for this purpose will be held for 21 days before being destroyed and will only be used if we are required to provide information to Test and Protect.
- Please observe the latest social distancing guidance at all times and follow instructions from our teams.
- Wash your hands before travelling and we recommend that you bring with you, hand sanitiser for use during your journey. Hand sanitiser and anti-viral wipes are available to purchase from reception at our Leisureplex hotels.
- Please do not arrive at your departure point more than 15 minutes in advance of your booked journey time to help with social distancing.
- The law in Scotland requires that you wear a face covering that covers both your nose and mouth whilst travelling on our coaches and whilst moving around the hotel. In line with Government guidance, face coverings must fit securely around your nose and mouth. These can be reusable or single-use face coverings, or you may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. As such, the use of visors on their own are not permitted. Face coverings must be worn in the hotel unless you are seated in the bar or restaurant. For holidays to all other destinations face coverings are only required whilst travelling on our coaches, unless you are medically exempt. We are able to provide 100% organic and reusable cotton face coverings, which fit comfortably around the back of the head for just £4 each, which will be posted with tickets on request. Customers who are exempt from wearing a face covering are asked to advise us by emailing [specialrequirements@davidurquhart.com](mailto:specialrequirements@davidurquhart.com) or calling 01355 711620 before departure so the hotel and driver are aware.
- Keep to your designated seat throughout your holiday and only use the on board toilet if unavoidable. Cover your nose and mouth with a tissue or the crook of your elbow when you cough or sneeze and dispose of the used tissue immediately and wash your hands.
- Please respect each other and our teams by ensuring you follow these guidelines, which are in place to keep everyone safe. We reserve the right to ask customers who are not following the safety advice to return home at their own cost.
- In accordance with government guidance, rapid Lateral Flow Tests are available to pick up from a local pharmacy or by ordering online at <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. We highly recommend that you obtain and carry out a test the day prior to going on holiday. If your Lateral Flow Test is positive you would need to self isolate and organise a further PCR test to confirm you have Coronavirus which means unless you can achieve this prior to departure and it returns negative you will need to advise us immediately as you will not be permitted to travel but would be covered under our Peace of Mind guarantee.
- **Don't forget to pack your Covid test** - customers are also encouraged to pack lateral flow tests in their suitcases and urged to test regularly whilst on holiday. Lateral flow testing kits are also available locally from chemists while on holiday should you forget and wish to test.



## OPERATING SAFELY ON OUR COACHES

- Our coaches and those of our preferred partner coach operators are fitted with high specification air filtration technology that will remove small particles killing bacteria and viruses. Additionally, the heating, ventilation and air conditioning systems will continuously change the air every two minutes.
- Our coaches will undergo an enhanced daily cleaning routine, including sanitisation of all touch points.
- All coaches will be fitted with hand sanitisers, which guests will be asked to use each time they board the coach.
- When disembarking the coach, customers will be asked to empty the coach from the front seats backwards to the rear.
- In line with government guidance, face coverings are mandatory whilst travelling on our coaches, unless you are medically exempt. Face coverings can only be removed for the purposes of eating and drinking and should be replaced at the earliest opportunity.
- Manufacturers guidance will be followed to ensure that the air conditioning settings are operated to bring the maximum amount of fresh air into the vehicle.
- Our drivers unless medically exempt will wear face coverings until all customers have boarded the coach and whilst handling luggage.



## OPERATING SAFELY AT OUR LEISUREPLEX HOTELS

- In line with government guidance, the wearing of masks is mandatory whilst moving around the hotel, unless you are seated in the restaurant or bar.
- Hand sanitiser dispenser stations will be located at the entrance doors into reception, outside the lifts and restaurants and individual bottles of sanitiser will be available to purchase from reception.
- Protective screens are fitted at reception.
- Keys and Key Cards will be sanitised before each new stay.
- Telephones, TV remote controls, kettles and hairdryers will be fully sanitised between stays.
- Bedrooms will be fully sanitised and deep cleaned between stays.
- Face coverings will be worn by our restaurant and bar teams.
- There will be enhanced deep cleaning of public spaces and high touch points during the day and our cleaning charts will be displayed.
- Card machines will be available for payments to remove the need for cash transactions.
- All suppliers to Leisureplex Hotels will be required to adhere to the latest government advice.



## OPERATING SAFELY AT OUR SELECTED PARTNER HOTELS

- All partner hotels will be required to operate in accordance with our Leisureplex Covid-secure procedures.



## EXCURSIONS AND VENUES DURING YOUR HOLIDAY

- All excursions and venues featured within our holiday programmes will be risk assessed to ensure that we are still able to still deliver a memorable holiday experience operating in accordance with our own Covid-secure procedures.



## OUR TEAMS

- All of our team members have undergone training in our Covid-secure procedures and on our risk assessments.
  - All team members will be required to check their temperature before attending work and will not attend work if they are experiencing Coronavirus symptoms and will be required to self-isolate for 10 days before returning to work.
  - Our teams are provided with lateral flow tests and team members will not attend work if they record a positive result, unless the subsequent PCR test returns a negative result.
- 

## IMPORTANT UPDATE - THEATRE PERFORMANCES

Under the current Scottish guidance, you will need to provide proof of your Covid status when attending ALL theatre performances in Scotland.

You can do this in the following ways:

- The digital NHS Covid Pass - The NHS Covid Pass lets you share your coronavirus (Covid-19) vaccination records and test results in a secure way.
  - A paper version of the NHS Covid Pass.
- Confirmation of a negative Covid test results by email or text taken within 48 hours of the event. A PCR or Lateral Flow test are both acceptable.
  - Under 18s are exempt. A photo ID will be required as proof of age if you look over 18.

When arriving at the show:

- When you arrive at the venue, along with your tickets, you will be asked to present a valid Covid Pass / negative test result to gain entry to the venue. Passes can be displayed via your mobile device or as a paper copy. Please note the paper copy will take ten days to arrive.

- If you have a medical exemption there is information about this in relation to Covid passes here:

<https://www.gov.scot/publications/coronavirus-covid-19-certification-scheme-businesses-event-organisers/>

Please ensure you have your pass / negative result before travelling with us. It is a legal requirement, if you are 18 and over and cannot provide the above proof, under the latest Scottish Government rules you will not be allowed entry to the event.

## DAVID URQUHART TRAVEL PEACE OF MIND GUARANTEE

- With David Urquhart Travel you can book your holiday with confidence, safe in the knowledge that if you have to cancel your holiday due to having to self isolate with Covid19 symptoms or you are contacted by 'Test and Protect' and advised to self isolate, you can move your holiday departure date free of charge to another date in the future.

Terms and conditions – valid on all existing and new bookings. Evidence will be required to prove that you are self isolating in conjunction with Covid19. You are entitled to transfer your holiday free of charge under our guarantee to an alternative date (please be aware any increase in the holiday price will be applicable), if you choose to cancel your holiday you will be charged the appropriate cancellation fees in line with our booking terms and conditions.

---

*Thank you in advance for your co-operation*

Call **01355 711620** or Visit **davidurquhart.com**