

COVID-19 Safety Plan at Escape Manor Brisbane Updated August 2020

Escape Manor is committed to keeping our guests and staff safe and in particular adheres to the COVID-19 medical advice and directions issued by the Queensland Government. Our specific response to the COVID-19 outbreak includes the following:

1. Physical distancing

- Each team is kept at least 1.5 meters from other groups. They are allocated separate seating areas in the lounge and must be seated while drinking.
- Escape Manor provides a minimum of 2 square meters of space per guest, giving a capacity of up to 40 in the lounge. This limit is well under our usual business levels and is monitored by the Team Leader.
- Floor markings are provided at the lift exit and at the check in counter and guests are encouraged to keep 1.5 meters separation during check in
- Wherever possible staff keep 1.5 meters from their guests
- All room bookings are now private with no mixed groups in a room
- At this stage, the use of masks is not recommended by the Queensland Health Officer, but staff and guests may wear them

2. Guest tracing

- On check in all guests are required to give their contact details in writing on our waiver. This is collected and filed by the Team Leader and includes the room, time and date, name, address, email and phone contacts.
- Waivers are kept for a minimum of two months

3. Monitoring and cancellations

- Guests can cancel or reduce their bookings without any financial penalty at any time and are encouraged to do so in the event of any of their team feeling unwell.
- Guests displaying flu-like symptoms may be asked leave (with a full refund) or to wear a provided mask at the sole discretion of the Team Leader
- Any staff member feeling unwell with Covid-19 symptoms or are identified as a close contact of a positive Covid-19 person is asked to end their shift, be tested and cancel all future shifts until a negative COVID-19 result is obtained
- All Team Leaders have completed COVID-19 training

4. Use of Sanitiser

- Each group is asked to use the provided sanitiser before entering and on exiting their room. Gloves are also available for guest use.

5. Cleaning

- Each Escape Room has been reviewed and modified to enhance sanitation and clean-ability (such as laminating paper and replacing books)
- Between each group, all common touch points in the Escape Rooms are cleaned with a disposable cloth and hospital grade spray. Additional staff are provided for this during busy periods. Staff monitor any additional room cleaning required due to unusual behavior of a group
- Common touch points at reception such as sign in clipboard, pens and locker locks and keys are cleaned after a team has used them.
- General area cleaning is carried out regularly during each shift as directed by the Team Leader, including:
 - Toilet door handles, buttons and taps
 - Lift buttons and the bottom foyer handles
 - Wipe down of sofas and seats with a dry cloth (leather friendly)

6. Continual improvement

- A staff Operations log is kept where any suggestions to improve safety can be made to continually improve our response. Staff are asked to review the log before each shift to keep up to date with changes.
- COVID-19 medical advice and directions issued by the Queensland Government is continually monitored and Escape Manor remains committed to implementing best practice to adhere to those requirements

Peter Courtney
Managing Director
Escape Manor Brisbane