



Jellybean Photobooth & Event Hire

COVID-19 HEALTH & SAFETY GUIDELINES

INTRODUCTION

During the current Covid-19 outbreak / pandemic, it has become necessary for Jellybean Photobooth & Event Hire to introduce additional safety / hygiene measures within our operating guidelines to reduce the risk and spread of coronavirus.

We have updated and amended our operating guidelines and will continue to update when any changes to government guidance is introduced.

Jellybean Photobooth will review the guidelines upon any changes to the government guidelines, and on a monthly basis to ensure information is up to date and relevant – for the purpose of our direct colleagues, representatives of Jellybean Photobooth, free-lancers working on behalf of Jellybean Photobooth, customers, guests and any other people who may come into contact with us.

GUIDELINES REVIEWED: **22/02/2021**

ASSESSMENT CARRIED OUT BY: **STACEY DEELEY, PROPRIETOR**

NEXT REVIEW: **01/06/2021**

GUIDELINES

PRIOR TO EVENT TAKING PLACE

- Jellybean Photobooth will arrange a call and/or email with all clients / customers 4-6 weeks prior to a booking to discuss any health and safety concerns the client may have regarding their event / booking. This may involve contacting the event coordinators / managers to ensure Jellybean Photobooth and their representatives can operate and setup in a safe manner. Notes will be made internally on our systems to location, time, any risks there may be in the venue
- No face-to-face consultations to occur for the foreseeable future. All consultations and meetings with customers to take place over Skype, MS Teams, or video call / Facetime or Call / Email.
- If any of the Jellybean Photobooth representatives / colleagues contract any symptoms related to Covid-19 upto 2 weeks prior to the event – they will be unable to work and required to test for coronavirus as per the government guidelines. Jellybean Photobooth will ensure all colleagues / free lancers working on their behalf hold no symptoms and are safe to work. If Jellybean are unable to provide a colleague due to staffing levels where colleagues / free lancers have to self isolate or unable to work - this will mean cancelling the booking with full refund of any payments.
- Jellybean Photobooth will check-in with all colleagues / planned freelancers regularly to ensure they are fit for work – including contact over email and phone / text.
- All Jellybean Photobooth colleagues / freelancers to understand and be trained on the current guidelines and social distancing requirements – and to confirm with Stacey Deeley their understanding before each event.

- On the date of the event, Jellybean Colleagues / free lancers must wash their hands frequently throughout the day using soap and water for 20 seconds, and use the provided 100ml hand sanitiser frequently.
- Jellybean colleagues / free lancers must provide their own way to the venue in a personal vehicle or other transport and only be transported by Jellybean company vehicle(s) if within same family / social bubble.
- Jellybean to ensure a plenty supply of hand sanitiser prior to the booking is available.
- Jellybean to ensure all surfaces of equipment, all props, all photoboosts / mirrors are fully cleaned and sanitised prior to delivery.
- All Jellybean equipment to no longer be hired out externally to another company / venue and to only be used by Jellybean Photobooth & Event Hire. All hires for the foreseeable to be carried out by Jellybean Photobooth and their colleagues / free lancers / representatives to ensure all guidelines are followed.

DURING BOOKING

- All equipment including selfie pods, photoboosts, magic mirrors, props, prop boxes and any other items that will / may come into contact with guests must be deep cleaned before and after any event.
- Clear entrance to photo booth / magic mirror to allow social distancing, including using the red ropes and stanchions to make a visible queuing area – along with the use of clear signage at the entrance of the photo booth and queuing area including reminder signage to sanitise hands and enter only in a social / family bubble; and the use of tape on the floor to remind clients / customers of social distancing.
- All Jellybean Photobooth colleagues / free lancers must wash their uniform at the end of each day.
- Hand sanitiser provided for personal use of Jellybean colleagues / free lancers - and for customers and clients at the events using a pump bottle.
- Cleaning of all props that are used each session – using a separate box for all used props to be placed to be sanitised and replaced back into the provided prop box – cleaned with antibacterial wipes / approved sprays.
- Cleaning of all surfaces of the photo booth / magic mirror / selfie pods at 15 minute intervals to ensure clean and safe – including screens, regularly touched surfaces, cameras / lenses and entrances.
- All Jellybean Colleagues / free lancers to wear the company issue masks / face coverings for the duration of the booking and during setup / dismantling. Preference of use of physical masks and face coverings as an alternative to a visor.
- Offering of the use of virtual props on our photo booth software to reduce the risk further as an alternative to physical props if the client / customer requires this.
- All reprints that are provided can only be paid for by contactless payment with no cash options available.
- All prints to be collected from the printer by customers individually to prevent cross contamination with the tray of the printer to be sanitised at 15 minute intervals as per the guidelines above.
- Jellybean colleagues / free lancers to continually remind clients / customers / guests of the current guidelines, actively offer all people entering the booth / mirror / selfie pod to use sanitiser before use.
- Additional signage and reminders on the touch screens inside the booth / mirror / selfie pods of the guidelines and our safe operating procedures.
- Preventing access to any guest / customer to our facilities if not co-operating with the current guidelines or they pose a risk to other guests / customers / colleagues / freelancers.
- Full close down of photo booth / selfie pods and mirrors at events immediately if any practices from the venue / guests / clients at the event pose a risk to members of the public and or jellybean colleagues / free lancers as per our standard terms and conditions.

DURING SETUP / DISMANTLING

- Jellybean colleagues / free lancers to enter the venue prior to the booking to ensure safe setup and discuss with event organiser / coordinator / client to agree dedicated space to setup.
- Use of red ropes and stanchions to cordon area of venue to setup safely removing risk of customers and members of the public entering setup area.
- Arrive 90 minutes prior to start time to allow setup for increased social distancing.
- Use of electric pumps and manual pumps to support inflating of physical props to prevent cross contamination.
- Full deep cleaning of equipment before setup time using antibacterial wipes and approved sprays.

ADDITIONAL PROCEDURES

- Stacey Deeley, Sole Proprietor to ensure all risks are highlighted on all booking notes on Jellybean systems and to make aware of all risks and concerns to all Jellybean colleagues / representatives prior to event taking place. To also make decision if an event is going ahead if unsatisfied with guidelines / practices in place with venue / client / guests.
- Stacey Deeley to regularly update guidelines as per government guidance and local restrictions.
- No events / bookings to take place in any venue subject to a local lockdown where Government restrictions are in place preventing such event taking place.

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
Getting or spreading Coronavirus in Venues where our Photobooths, Selfie Pods or Magic Mirrors are situated.	Jellybean Representatives / Freelancers working on behalf of Jellybean Photobooth, Guests Customers	Identify where areas are suitable in the venue in co-operation with the venue organisers / coordinators to reduce risk and allow room for social distancing. Contacting customers upto 6 weeks prior to any bookings to ensure venue are aware of Jellybean arriving for an event with dedicated area to setup to allow social distancing.	Put in place monitoring and supervision by Jellybean Representatives to ensure guests are following all of the controls in place; eg. Hygiene procedures, sanitising hands, following social distance guidelines, entering booth in social / family bubbles.
Getting or spreading Coronavirus within our Photobooths / Setup Area.	Jellybean Representatives / Freelancers working on behalf of Jellybean Photobooth, Guests Customers	Room at entrance of photobooths to allow queuing at a social distance using tape on floor and red ropes etc. Single social / family bubbles to be allowed into the photobooth during each session	Put in place monitoring and supervision by Jellybean Representatives to ensure guests are following all of the controls in place; eg. Hygiene procedures, sanitising hands, following social distance guidelines, entering booth in social / family bubbles.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
		<p>Regular sanitising of equipment screens and surfaces every 15 minutes.</p> <p>Use of sanitiser at the entrance of our photobooths for all guests to use.</p> <p>Signs at the entrance of our booths to remind to use sanitiser and social distancing.</p> <p>Cleaning of all props used between sessions – placing used props in a separate box for sanitising by Jellybean representatives.</p> <p>Using of only low risk props – removing the use of props that are difficult to clean (masks / wigs / heads)</p> <p>Use of virtual props on screen in addition or as an alternative to our prop boxes.</p>	
Getting or spreading Coronavirus whilst using / signing a guestbook.	<p>Jellybean Representatives / Freelancers working on behalf of Jellybean Photobooth,</p> <p>Guests</p> <p>Customers</p>	<p>Dedicated table to sign a guestbook for guests / customers to stand.</p> <p>Sanitising of all pens between sessions.</p> <p>Jellybean Representative to collect and place picture into guestbook.</p> <p>Option of customer to use digital signature on software to remove further risk.</p>	Put in place monitoring and supervision by Jellybean Representatives to ensure guests are following all of the controls in place; eg. Hygiene procedures, sanitising hands, following social distance guidelines, and one person to be situated at the guestbook table at a time.
Jellybean Representatives Getting or spreading Coronavirus whilst working.	<p>Jellybean Representatives / Freelancers working on behalf of Jellybean Photobooth,</p> <p>Guests</p> <p>Customers</p>	<p>Jellybean representatives trained on the regular use of sanitiser, handwashing, social distancing and regular updates on the current government guidelines through internal email.</p> <p>All representatives / freelancers wearing PPE provided by Jellybean Photobooth to wear including company issue face mask, and use of sanitiser regularly.</p> <p>Jellybean representatives that are not part of a family / social</p>	Put in place monitoring and supervision by Jellybean Representatives to ensure other Jellybean colleagues / freelancers are following all of the controls in place; eg. Hygiene procedures, sanitising hands, following social distance guidelines, and arriving at venue safely and following guidelines.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
		<p>bubble to arrange transport separately to a venue.</p> <p>Providing all Jellybean representatives with a 100ml bottle of sanitiser refillable for personal use.</p>	
<p>Getting or spreading Coronavirus during setup, dismantling of equipment</p>	<p>Jellybean Representatives / Freelancers working on behalf of Jellybean Photobooth,</p> <p>Guests</p> <p>Customers</p>	<p>Identify where areas are suitable in the venue in co-operation with the venue organisers / coordinators to reduce risk and allow room for social distancing.</p> <p>Jellybean to arrive 90 minutes prior to planned original setup time to scope area for risks and allow more time to setup at a social distance.</p> <p>To use stanchions and ropes during setup / dismantling to allow a safe area to operate along with a sign to allow safe working environment.</p>	<p>Put in place monitoring and supervision by Jellybean Representatives to ensure guests are not to be situated in the area of dismantling or setup, to allow safe working environment.</p>
<p>Getting or spreading Coronavirus during loading and unloading from Office.</p>	<p>Jellybean Representatives / Freelancers working on behalf of Jellybean Photobooth,</p>	<p>To only allow one colleague / representative at a time to enter the office at once unless in a social bubble.</p> <p>Regular use of sanitiser when touching public doors and surfaces within office.</p> <p>Providing all Jellybean representatives with a 100ml bottle of sanitiser refillable for personal use.</p> <p>Utilising van space and early setup times in cooperation with venues to prevent more colleagues entering office to load / unload.</p>	<p>Put in place monitoring and supervision by Jellybean Representatives to ensure all colleagues and free lancers are following the guidelines and reminder of all social distancing.</p>

MORE INFORMATION

OPERATIONAL GUIDELINES

Our full operational guidelines including this guide is available to view on our website at www.jellybeanbooth.co.uk/terms

ADDITIONAL TERMS AND CONDITIONS FOR BOOKINGS

Jellybean Photobooth are doing everything possible to accommodate all bookings that have / will be affected by the Covid-19 Pandemic and have added additional terms and conditions to support with clients and their changes of venues / dates.

For existing bookings taken prior to 31 July 2020 for events due to take place 15 March 2020 – 01 July 2021.

If a client's date has been affected by the Covid-19 pandemic and is unable to go ahead due to government restrictions (such as closure of venue, restricting of only 15 guests etc) – the following options are available to the client.

- If the client must move their date, this can be arranged subject to availability in the Jellybean Photobooth booking calendar. This will be at the original agreed price with no additional charge for moving the date. The client will also retain any discount / special offer applied. If Jellybean are unable to provide availability for the new date for the same / similar product offering – a refund of the deposit will be offered plus any balance payments made – **THIS IS ONLY APPLICABLE IN THE EVENT OF GOVERNMENT RESTRICTIONS IN PLACE DUE TO COVID-19**. Any other cancellations will result in forfeiting the deposit.
- If the client must move their venue, this can be arranged subject to availability in the Jellybean Photobooth booking calendar. This will be at the original agreed price with no additional charge for moving the date – however any additional mileage over 50 mile radius of Sheffield office will be added to the invoice at the current mileage rate of £0.40 per mile E/W over 50 miles to the venue. If Jellybean are unable to provide availability for the new venue for the same / similar product offering due to long distance / lack of availability – a refund of the deposit will be offered plus any balance payments made – **THIS IS ONLY APPLICABLE IN THE EVENT OF GOVERNMENT RESTRICTIONS IN PLACE DUE TO COVID-19**. Any other cancellations will result in forfeiting the deposit.
- If the client has a date of booking approaching up to 01 August 2021, and is concerned / anxious around their booking going ahead, they are allowed to place an additional date in our calendar free of charge to allow more flexibility. The additional date must be after the existing date and in 2021 onwards and there must be availability in our Jellybean calendar for the same service / similar. The date will be held, up until 4 weeks of the original date where a final meeting / consultation with the client will decide to proceed with the original date or move booking to the new provisionally booked date and to move the booking over on the online invoice.
- Clients will be required to pay full balance no later than 7 days prior to event (usually 28 days) – this will allow additional flexibility to ensure event is still going ahead. If balance is not paid or notification of changes to booking this will mean forfeiting the deposit.

- Client must notify of any booking changes up to 7 days prior to booking. Non notification of changes to booking will mean forfeiting the deposit and a refund of any other balance payments made.

For new bookings taken after 22 February 2021 for events taking place 01 July 2021 onwards

All new bookings taken from 01 August 2020 for events taking place 01 July 2021 onwards will have the additional terms and conditions added to their booking to allow additional flexibility in the event the Covid-19 Pandemic is still present in 2021.

- If the client must move their date, this can be arranged subject to availability in the Jellybean Photobooth booking calendar. This will be at the original agreed price with no additional charge for moving the date. The client will also retain any discount / special offer applied. If Jellybean are unable to provide availability for the new date for the same / similar product offering – a refund of the deposit will be offered plus any balance payments made – **THIS IS ONLY APPLICABLE IN THE EVENT OF GOVERNMENT RESTRICTIONS IN PLACE DUE TO COVID-19 WHERE A VENUE WILL BE CLOSED DUE TO THE PANDEMIC, OR RESTRICTIONS OF 30 PEOPLE AND LESS ARE IN PLACE.** Any other cancellations will result in forfeiting the deposit.
- If the client must move their venue, this can be arranged subject to availability in the Jellybean Photobooth booking calendar. This will be at the original agreed price with no additional charge for moving the date – however any additional mileage over 50 mile radius of Sheffield office will be added to the invoice at the current mileage rate of £0.40 per mile E/W over 50 miles to the venue. If Jellybean are unable to provide availability for the new venue for the same / similar product offering due to long distance / lack of availability – a refund of the deposit will be offered plus any balance payments made – **THIS IS ONLY APPLICABLE IN THE EVENT OF GOVERNMENT RESTRICTIONS IN PLACE DUE TO COVID-19 WHERE A VENUE WILL BE CLOSED DUE TO THE PANDEMIC, OR RESTRICTIONS OF 30 PEOPLE AND LESS ARE IN PLACE.** Any other cancellations will result in forfeiting the deposit.
- If the client has a date of booking approaching upto August 2021, and is concerned / anxious around their booking going ahead, they are allowed to place an additional date in our calendar free of charge to allow more flexibility. The additional date must be after the existing date and in 2021 onwards and there must be availability in our Jellybean calendar for the same service / similar. The date will be held, up until 4 weeks of the original date where a final meeting / consultation with the client will decide to proceed with the original date or move booking to the new provisionally booked date and to move the booking over on the online invoice.
- PLEASE NOTE: Jellybean Photobooth will not be taking any new bookings for dates between 01 August 2020 and 01 July 2021 unless the client understands the likelihood of the event going ahead with restrictions in place for gatherings. Bookings can still be placed, however **new** bookings taken for event dates between **01 August 2020 and 01 July 2021** will not be subject to the additional terms and conditions listed above – and our regular terms and conditions apply for cancellations / moving of dates / venues.