

Party Procedures during COVID 19

Cast: When agreeing to work an event please remember what that entails

- Interacting with children
- Coming in close proximity to strangers
- Monitoring your temperature and health the week leading up to the event and the week after. Not being able to work another event within two weeks of each other.
- Riding in another person's vehicle or having other cast members in your vehicle

Arriving at the Prep Area

- Cast will change in the Enchant a Party room and drop their clothes in the laundry bin provided. DO NOT LEAVE ANY PERSONAL ITEMS IN THE PARTY ROOM. This includes purses, jewelry, car keys, etc. Once the cast has changed, this basket will be moved to another changing room to be utilized on return from the event.
- Cast will take their pre-sanitized supplies to the event. If a cast member is not comfortable with people in their car then that needs to be discussed prior to the event. Separate cars are allowed as long as the costume permits it.

At the Event

- Parents have been briefed on our requirements and agreed to the social distance standards
- the character assistant will have laminated and sanitized floor markers for kids to sit on for story time. This will ensure they are spread out enough.
- Character assistant will wear gloves at all times.
- Characters will have fabric gloves that match their costume and can be washed
- Princess lessons will be hosted first. Wave, curtsy and "Handkerchief" which is a kid-friendly sanitizer wipe that they clean their hands with and drop in the trash bag.
- **Games:**
 - Scavenger hunts will be set out by the character assistant in gloves. The character will have a bag for the items. As the items are found by a child, the character will hold the bag open for them to drop the item in. They will set the bag aside and items will be sanitized when they make it back to the house
 - Toss-across type games will use disposable items. No item will be used more than once. Character assistant will dispose of the items once they are used and then sanitize their hands/gloves after the game is put away.
 - Rapunzel limbo will have it's own bag and will be sanitized before and after parties
 - Games where items are passed such as the Beauty and the Beast game will be replaced for now with a new game that prevents cross contamination
- **Crafts:**
 - All crafts will proceed as normal. Trash will need to be disposed of in a separate plastic trash bag

- No trash should be dumped in the party bag on it's own or put back in the craft box.
- **Boutique** will be removed at this time and replaced with temporary tattoos or stickers. We will lower the price of our party package to compensate for this change.
 - Pixie dusting will still be offered
- **Gift and certificate** will remain the same

- We will continue to collect full payment up front, but should a parent wish to add gratuity, the character assistant will collect this and immediately place it in the party bag or offer PayPal for gratuity. We've asked that parents have this ready in an envelope.

Arriving back from the party

- Character assistant will need to dispose of their gloves by tucking them in a ziploc bag, sealing it, and stowing it in the party bag. Suggested to do this before entering the car.
- Princesses should remove their fabric gloves and put them in the party bag before entering the car.
- All cast should sanitize their hands with hand sanitizer when they get to the car (especially before touching your phone). We will have wipes at the house should you need to wipe your phone down with sanitizer.
- When getting back to the house, cast and character assistant will remove shoes at the back door.
- Characters will immediately go to the powder room and change out of costume. Their items, previously put in the laundry hamper, will have been moved into that room. The room will have been cleaned before the party day.
- After changing they are to hang their costumes on the arrivals rack outside the party room
- Wig removal will take place outside the party room. A tray for hair pins, jewelry and wig caps will be provided. These will be cleaned by the team after you leave.
- Character Assistant is to change and set the party bag in the designated area to be cleaned and sanitized with the costumes later. Costumes will be cleaned and sanitized between each usage. Gloves will be washed in hot water between uses.
- ALL CAST MEMBERS ARE TO WASH THEIR HANDS WITH SOAP AND WATER
- Cast members should NOT enter the Enchant A Party room after arriving back from a party under any circumstances. If they urgently need something, they can request it from whoever is at the house. If no-one is there and someone must go in the room, the character assistant will be the only one permitted to enter since they had the least amount of interaction with guests at the party.
- A can of lysol will be at the house for the driver to use in their car after the event if they wish.

Week following the party

- Bag will be emptied of trash with gloves, reused items will be properly cleaned and sanitized, bag and costumes will be washed

- Items will be moved back into the EAP room after one week of being cleaned and isolated.
- Bathroom and party room will be cleaned and sprayed regularly. Soap will be provided in the bathroom with disposable drying towels.

Things for cast members to Remember

- Please ONLY bring the necessary items. Bottles or water or your personal cups can wait in your car.
- Monitor your health and temperature leading up to your shift
- Be up front about where you've been. If you think you have been too exposed to others before an event, request someone to replace you for your shift.
- Be upfront about your concerns