

> HELPING BUSINESS GET BACK TO WORK



23 July 2020

COVID-19 Safety Plan

Effective 24 July 2020

Wedding ceremonies and receptions

We've developed this guidance to help you create and maintain a safe environment for you and your guests when planning a wedding.

There are some requirements that should be complied with, including the number of people who can attend. This will change with time, for up-to-date information visit nsw.gov.au

> GUIDANCE

Consider the actions you will put in place to keep people safe

CONSIDERATIONS	ACTIONS
Wellbeing of attendees	
Ensure your guests are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.	
Consider sending out messages as the event draws closer to remind your guests it's important they don't attend if they are feeling unwell, and encourage them to get tested.	
If a guest has symptoms and asks if they should attend your wedding, encourage them to see their GP or attend a local COVID clinic.	
Discourage people who are from an area of high COVID-19 transmission from attending the wedding in person. If the wedding is in an area of high COVID risk or must have guests from a high COVID-19 area then limit the gathering or consider having two separate gatherings with people from higher risk areas in only small numbers.	
Think about ways your guests can be involved through a video broadcast or live stream, if they can't attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. If you are hiring a venue for the ceremony or reception, talk to the event planner or facility about any available options to stream the event.	
If you have guests who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity, consider discussing the option of attending the ceremony only, which is lower risk than the reception.	

Wellbeing of attendees

If you will serve alcohol at your wedding, consider ways to encourage responsible use, such as limiting bar tabs or drink packages. Alcohol can only be consumed by seated patrons.

CONSIDERATIONS

ACTIONS

Physical distancing

Capacity must not exceed 150 guests, or one guest per 4 square metres for a wedding service (excluding the couple, the people involved in conducting the service and the photographer and the videographer), whichever is the lesser.

Group singing, such as choirs, is high risk and should be avoided. Solo singing and wind instruments can spread COVID-19 if a performer is infected. If these are involved in the ceremony or reception ensure there are protections in place for guests, including at least 3 metres distance from performers.

Only the wedding couple is permitted on a dancefloor.

Consider seating guests from the same household next to each other, to make it easier to fit everyone safely together. Ensure people have assigned tables at the reception event and that there is minimal mingling between people at different tables. Ensure there are no more than 10 people per table.

Consider having photos taken before the ceremony (rather than in between the ceremony and reception) to decrease the amount of time between each.

Remind participants of the importance of physical distancing before, during and after the wedding. Whilst it is a very natural instinct to hug each other when happy, this is where COVID-19 can spread easily. Consider alternative ways people could offer congratulations that don't involve close contact, such as through a guest book or recorded messages.

Hygiene and cleaning

Consider alternatives to physical gifts or wishing wells, such as online gift registries, direct delivery or electronic funds transfer.

Think about how other hygiene risks could be minimised, such as not sharing food or cigarettes/e-cigarettes and making sure people can remember which glassware is theirs.

If you would like a guest book, consider asking guests to bring their own pen, or have a plan to clean any shared pens and the area around the book in-between guests signing. Consider alternatives like a digital guestbook that can be filled in from home.

Record keeping

Keep a digitised record of guests who attend, including a contact number. Make sure you also keep a record of additional attendees such as photographers and caterers. Keep this list for 28 days after the event. If there is a guest at your wedding who gets diagnosed with COVID-19, public health will ask that you provide this record to assist with contact tracing.