

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Wedding ceremonies and receptions

#### Business details

Business name	NOAH'S on the beach
Business location (town, suburb or postcode)	Newcastle
Completed by	Jake Relf
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Effective date	7 December 2020
Date completed	11 December 2020

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#### Wellbeing of attendees

**Ensure guests are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.**

Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. Our client will receive a copy of this safety plan and we will ask the bridal couple to advise their guests before the wedding.

**Consider sending out messages as the event draws closer to remind guests it's important they don't attend if they are feeling unwell, and encourage them to get**

**tested.**

We will encourage the bridal couple to remind their guests before the wedding.

**If an attendee has symptoms and asks if they should attend, encourage them to see their GP or attend a local COVID clinic. If they are tested for COVID-19 they must isolate until they get a negative result.**

If a guest has symptoms and asks if they should attend the wedding they must be advised that they cannot and we will encourage them to see a doctor or attend a COVID clinic. If any staff or patrons appear unwell on the day we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the Hotel and to see their GP or attend a local COVID Clinic.

**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. Consider options to stream the event.**

We will encourage the bridal couple to utilise our onsite Audio Visual Equipment for live streaming

**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.**

We will ask the bridal couple to consider their guest list and consider options for high risk guests.

**If you intend to serve alcohol at your wedding, consider ways to encourage responsible use, such as limiting bar tabs or drink packages. In indoor areas, alcohol can only be consumed by seated patrons. Alcohol should not be taken onto dancefloors.**

RSA is always adhered to at the hotel and re-considered regularly by the Management Team. We will consider table service for beverages. Guests must be seated at all times whilst consuming alcohol.

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## **Physical distancing**

**Capacity must not exceed one attendee per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 attendees or less at the premises. Children count towards the capacity limit.**

We will adhere to 1 person per 2 sq metres of space in all of our Function Spaces. Individual room capacities are based on 1 person per 2 square metres of space

**Encourage congregants to wear a mask during attendance. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.**

We will ask the bridal couple to encourage their guests to wear a mask during the wedding ceremony & reception.

**Capacity on dancefloors must not exceed a maximum of 50 people indoors, or 500 people outdoors.**

The COVID Safe Marshal will monitor that no more than a maximum of 50 people are on the dancefloor at any one time. Guests will be asked to leave the dance floor if they do not comply with the COVID Marshal's instructions.

**Consider seating guests from the same household next to each other, to make it easier to fit everyone safely together.**

All seating will be allocated with a seating plan and/or place cards.

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

We will advise the bridal couple that guests must only arrive at the venue 15 minutes prior to start time and must proceed directly to table and be seated.

**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.**

The bridal couple must ensure that physical distancing is maintained throughout the event. We will have a COVID Marshal to assist guests maintain physical distancing. We will ask guests to distance when possible and have markers on all floors where queues will form. We will recommend the Bridal Couple to use a guest book or recorded messages and to remind their guests regularly of social distancing, minimising close

contact.

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing.**

Any performers will have physical distancing of 1.5 metres between each other and be 5 metres from all guests and staff.

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## **Hygiene and cleaning**

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

We will encourage the Bridal couple to consider alternatives to wishing wells and physical gifts

**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.**

We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. All catering items, normally shared such as canapes will be served individually to each guest.

**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.**

We will encourage the bridal couple to consider alternatives such as a digital guest book

**Consider alternatives to books, booklets, or other shared objects used during the service.**

We will discourage the use of books, booklets or other shared objects during the ceremony & reception.

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

Our air conditioning systems are maintained regularly and maximise the intake of outside air.

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, guests and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

All staff scan on and off shift using our Time and Attendance system, time target. Restaurant Guests, contractors and suppliers scan in using [guesthq.com.au](http://guesthq.com.au) through a QR code or via the Service NSW App. The COVID Safe Marshal monitors this and all staff are trained to assist guests and ensure this is done.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](http://nsw.gov.au)**

The QR code systems we used store the data securely and we can only access it if contact tracing is required, being [guesthq.com.au](http://guesthq.com.au) and the Service NSW app

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes