

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

## Your COVID-19 Safety Plan

### Wedding ceremonies and receptions

#### Business details

Business name	St Andrews Wahronga
Business location (town, suburb or postcode)	Wahroonga
Completed by	Sarah Hunziker
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Date completed	8 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.**

All notices, signage and wedding invitations remind people to not attend if they are unwell or have any respiratory symptoms.

**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.**

Wedding couple to send this reminder.

**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.**

We have asked the wedding couple to stay on top of this requirement.

**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 are providing a youtube livestream broadcast of 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.**

We have expressed this to the wedding couple.

**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.**

No alcohol is served on our premises.

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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.**

Our building capacity is capped at 520 - the wedding has no more than 140 guests, plus staff.

**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.**

Masks will be made available upon entry to the wedding ceremony, we shall encourage attendees to wear them.

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

There is no dancefloor at the wedding

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

A detailed seating plan has been drawn up to maximise capacity.

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

Photos will be taken both before and during the reception - both events are taking place on the one site.

**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 minister will verbally remind people before and after the service, the MC of the reception will also remind the guests.

**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.**

We have no more than 5 performers.

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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.**

The guests have been advised no gifts are required or expected.

**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.**

The professional caterers are serving 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.**

No guest book

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

All orders of service will be preplaced on seats prior to the service

**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).**

Air conditioning will be running during the event.

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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.*

An electronic guest list will be taken and maintained for the required time period.

**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](https://nsw.gov.au)**

See above.

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

Yes