

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

Your COVID-19 Safety Plan

Wedding ceremonies and receptions

Business details

Business name	St Andrews Wahroonga
Business location (town, suburb or postcode)	Wahroonga
Completed by	Sarah Hunziker
Email address	office@standrewswahroonga.org
Effective date	12 February 2021
Date completed	23 February 2021

Wellbeing of staff and attendees

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

We have advised our wedding couple that they should ensure anyone who is unwell not to attend and be tested.

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.

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to attend and be tested.

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.

Ushers are asked to monitor those entering and advise them to seek medical assistance if they are unwell.

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.

The couple have not requested this service - but it can be available at a cost if required.

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.

The wedding couple are advised of this.

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 should only be consumed by seated patrons.

We do not allow alcohol to be served on our premises.

Physical distancing

Capacity in regions outside of Greater Sydney must not exceed one attendee per 2 square metres of publicly accessible space. In Greater Sydney, capacity must not exceed one attendee per 2 square metres of publicly accessible space to a maximum of 300 attendees. Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Our church can hold 136 people at the 1 per 2m square. Our foyer 92 people.

Only the wedding party, to a maximum of 20 persons, is permitted on a dancefloor.

Note: There cannot be rotation of people on the dancefloor beyond this wedding party.

There is no dance floor.

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

This has been advised to the wedding couple.

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

The wedding ceremony and afternoon tea are in the same premises.

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 taking the service will be asked to remind people of physical distancing requirements.

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

The couple are advised of only 5 singers

Hygiene and cleaning

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

The wedding couple are taking care of this.

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 couple and catering team shall take care of this.

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.

This is the wedding couples decision to implement

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

An order of service is able to be distributed, all other shared objects have been removed.

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).

We shall ensure our ventilation system is working and widows are open.

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.

We have a Service NSW QR code system in place at our premises which must be used to register each guest at the wedding.

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

The Ushers will be responsible for adding anyone who does not have a QR code registration to the NSW government.

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

Yes