

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

Your COVID-19 Safety Plan

Wedding ceremonies and receptions

Business details

Business name	Catherine Yager
Business location (town, suburb or postcode)	Wollongbar
Completed by	Catherine Yager
Email address	ceremony@catherineyager.com.au
Effective date	22 September 2020
Date completed	27 October 2020

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.

Advise couple to ensure this is done within two weeks of ceremony.

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.

Advise couple to ensure this is done within two weeks of ceremony.

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.

Advise couple to ensure this is done within two weeks of ceremony.

Advise participants to check the NSW website for the current public health advice in relation to locations where people who visited are required to self-isolate.

Advise couple to ensure this is done within two weeks of ceremony.

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.

Welcome and include online guests.

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.

Advise couple to ensure this is done prior to ceremony date.

If you intend to 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.

Discuss with couple that this is the responsibility of either themselves, the wedding planner, or the hospitality venue.

Physical distancing

Capacity must not exceed 150 guests, or one guest per 4 square metres for a wedding service, whichever is the lesser. Children count towards the capacity limit.

Discuss with couple no. of guests invited and ensure compliance as far as ceremony is concerned.

Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Discuss with couple if applicable.

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.

Discuss with couple that this communication to their guests is the responsibility of themselves or their wedding planner. I will wear a mask at the couple's request.

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.

Dancing does not usually happen during the wedding ceremony. Will advise couple to be aware in preparation for the reception.

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 30 people per table.

Discuss with couple seating arrangements for ceremony. Ask guests to sit in household groups at beginning of ceremony..

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

Couple's discretion.

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.

Politely advise guests before ceremony begins and during ceremony 'housekeeping'.

Hygiene and cleaning

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

Couple's discretion

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.

Couple/planner/vendor discretion.

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.

Couple discretion.

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

Couple discretion.

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.

Discuss with couple and seek their/planner/vendor compliance.

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

Yes