

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

# Your COVID-19 Safety Plan

## Wedding ceremonies and receptions

### Business details

Business name	Ashfield Catholic & Community Club Ltd
Business location (town, suburb or postcode)	Ashfield NSW 2131
Completed by	Irene Giorgianni/Vincent Di Maio
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Effective date	22 September 2020
Date completed	30 October 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 bookings are provided with our Functions COVID Restrictions which specifically states that any guests who are unwell must not enter the club. The document is signed by the function organiser. Club Ashfield Admin team to ensure the document has been signed and returned.

Our reception staff will question all patrons who enter the club to ensure those who have symptoms do not enter the club. Staff are required to stay home if they have COVID symptoms or have been in a high risk area and need to self isolate.

**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.**

Communicated to and signed by function organiser via our Functions COVID Restrictions document at time of booking. Function organiser signs the document. Club Ashfield admin team to ensure the document has been signed and returned.

**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.**

Agreed. Further, all patrons entering the club will be questioned by reception staff if they are feeling unwell or have any COVID symptoms or have been to a high risk area and if so they will not be permitted to enter until they have seen their GP or attended a local COVID clinic or have isolated for 14 days.

**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.**

Communicated to and signed by function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned. Club Ashfield reception staff will question any patrons who enter the club whether they have been to any high risk areas.

**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.**

Communicated to and signed by function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned. Club Ashfield to provide equipment to allow for video broadcasting where possible.

**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.**

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stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned.

**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.**

Club Ashfield staff will ensure the principles of Responsible Service of Alcohol are adhered to at all times. All Club Ashfield bar staff have completed a current Responsible Service of Alcohol certificate

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## **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.**

Agreed. All bookings taken will comply with these limits. Current maximum room capacities subject to the 1.5m distancing rule are as follows:

Charlotte Room 50 people, Sunshine Room 20 people, Training Room 6 people, Ashfield Room 21 people, Games Room 48 people, Executive Board Room 14 people.

**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.**

Agreed.

**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.**

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Club Ashfield has supplies of face masks which are to be used by all floor staff. Face masks can also be provided to patrons if requested

**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.**

Communicated to and signed by Function Organiser via Functions COVID Restrictions document at time of booking. Function organiser signs the document stating that they have adhered to this requirement. Club Ashfield team to ensure the document has been signed and returned.

Club Ashfield COVID Marshall will continually monitor the function to ensure this requirement is adhered to.

**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.**

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Table set ups, developed by Club Ashfield, will ensure no more than 30 people per table and staff will encourage the event holder to assign tables to guests.

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

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**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.**

Communicated to and signed by Function Organiser via Functions COVID Restrictions document at time of booking. Function organiser signs the document stating that they will adhere to this requirement. Club Ashfield team to ensure the document has been signed and returned.

Club Ashfield COVID Marshall will continually monitor the function to ensure adherence to this requirement.

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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.**

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**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.**

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All patrons will be allocated their own crockery and cutlery and glassware and shared cutlery stations and tea/coffee stations will not be permitted.

The Club Ashfield COVID Marshall will continually monitor the function to help ensure hygiene risks are minimised.

**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.**

Sanitisers will be provided around the club for guests to use.

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

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## **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.**

All patrons entering the club are prompted to sign in at the Clubs electronic sign-in machines before being allowed to enter. Club Ashfield reception staff ensure this occurs.

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

Yes