

> HELPING BUSINESS GET BACK TO WORK



23 July 2020

COVID-19 Safety Plan

Effective 24 July 2020

Wedding ceremonies and receptions

We've developed this guidance to help you create and maintain a safe environment for you and your guests when planning a wedding.

There are some requirements that should be complied with, including the number of people who can attend. This will change with time, for up-to-date information visit nsw.gov.au

> GUIDANCE

Consider the actions you will put in place to keep people safe

| CONSIDERATIONS | ACTIONS |
|---|--|
| Wellbeing of attendees | |
| Ensure your guests are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms. | Couple to communicate to guests within fortnight of wedding date. Celebrant to check this has been done. |
| Consider sending out messages as the event draws closer to remind your guests it's important they don't attend if they are feeling unwell, and encourage them to get tested. | Couple to communicate to guests within fortnight of wedding date. Celebrant to check this has been done. |
| If a guest has symptoms and asks if they should attend your wedding, encourage them to see their GP or attend a local COVID clinic. | Couple's responsibility for guests. Celebrant will advise couple if unwell and will arrange a replacement celebrant. |
| Discourage people who are from an area of high COVID-19 transmission from attending the wedding in person. If the wedding is in an area of high COVID risk or must have guests from a high COVID-19 area then limit the gathering or consider having two separate gatherings with people from higher risk areas in only small numbers. | Couple to monitor hotspots and consider. Celebrant to check this has been done. |
| 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. If you are hiring a venue for the ceremony or reception, talk to the event planner or facility about any available options to stream the event. | Couple to consider and arrange equipment 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. | Couple to communicate with guests. |

| Wellbeing of attendees | |
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| If you will 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. | Couple to consider and communicate with venue. |

| CONSIDERATIONS | ACTIONS |
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| Physical distancing | |
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| Capacity must not exceed 150 guests, or one guest per 4 square metres for a wedding service (excluding the couple, the people involved in conducting the service and the photographer and the videographer), whichever is the lesser. | Couple to ensure compliance. |
| Group singing, such as choirs, is high risk and should be avoided. Solo singing and wind instruments can spread COVID-19 if a performer is infected. If these are involved in the ceremony or reception ensure there are protections in place for guests, including at least 3 metres distance from performers. | Couple to ensure compliance. Celebrant to assist in ceremony styling to accommodate if required. |
| Only the wedding couple is permitted on a dancefloor. | Couple to ensure compliance. Celebrant will have left the premises by this time. |
| 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 10 people per table. | Couple to consider name stickers on ceremony seating. Celebrant to include this in pre-ceremony advice to guests 'At the request of name and name and in the best interests of your health, please be seated in household groups to minimise mingling.' |
| Consider having photos taken before the ceremony (rather than in between the ceremony and reception) to decrease the amount of time between each. | Couple to consider. |
| 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. | Couple to confirm approval of ceremony script including Covid-19 advice to guests. Celebrant to announce prior, during, and after ceremony the current physical distancing guidelines, including avoiding hugs and handshakes. |

| Hygiene and cleaning | |
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| Consider alternatives to physical gifts or wishing wells, such as online gift registries, direct delivery or electronic funds transfer. | Couple to consider. |
| 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 to consider and communicate with venue. |
| 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 to consider and make required arrangements. Celebrant will bring four pens for signing of the register, one for the couple, one for each witness, and one for celebrant. |

| Record keeping | |
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| 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. | Couple to organise in communication with venue. List to be provided to celebrant if requested. |