

> 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, so to access up to date information, please visit nsw.gov.au. **This safety plan must be read in conjunction with the Diocesan COVID-19 Directives (as revised from time to time) which provide more detail on the Parish's COVID-19 management practices.**

PARISH DETAILS
Parish Name: Our Lady Help of Christians Parish, Rosemeadow
Plan completed by: Father Christopher Sarkis
Approved by: Father Christopher Sarkis
Date: 24 July 2020

> GUIDANCE

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

CONSIDERATIONS	ACTIONS
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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.	<ul style="list-style-type: none"> • Liaise with the couple to ensure consistency of information provided to family and guests • Temperature checks and exclusion from church if signs of illness present • Covid - 19 information posters displayed in all Church/Chapel entrances
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.	<ul style="list-style-type: none"> • Liaise with the couple to ensure consistency of information provision • Temperature checks and exclusion from locations if signs of illness present • Covid - 19 information posters displayed in all Church/Chapel entrances • Staff and visitors requested to not attend if feeling unwell via entrance banners and information brochure supplied to family
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.	<ul style="list-style-type: none"> • Monitoring in progress at all venues by parish monitors • Covid - 19 information posters displayed in all Church/Chapel entrances

CONSIDERATIONS	ACTIONS
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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.	<ul style="list-style-type: none"> ● This will be discussed with the couple in the wedding planning
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.	<ul style="list-style-type: none"> ● Not generally offered in Parish Church. Video recording would be available as arranged by the couple.
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.	<ul style="list-style-type: none"> ● See above
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.	<ul style="list-style-type: none"> ● Not relevant/offered in the Parish

Physical Distancing

Capacity must not exceed 100 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.	<ul style="list-style-type: none"> ● Church and chapels have been assessed for maximum attendance numbers ● Maximum allowance displayed prominently at Church entrances ● Names provided by couple for preferred attendees prior to Service ● Names ticked off and sign in register maintained ● Parish staff/monitors monitoring social distancing in pews ● 1.5 metre seating stickers placed on pews
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	<ul style="list-style-type: none"> ● Only one musician and one cantor is allowed. ● The Cantor must maintain 3 metres physical distance.
Only the wedding couple is permitted on a dancefloor.	<ul style="list-style-type: none"> ● Not relevant to the Parish church component of a wedding
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.	<ul style="list-style-type: none"> ● Assistance (monitors) for safe seating distancing of attendees by parish staff/volunteers
Consider having photos taken before the ceremony (rather than in between the ceremony and reception) to decrease the amount of time between each.	<ul style="list-style-type: none"> ● Not relevant to the Parish church component of a wedding
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.	<ul style="list-style-type: none"> ● This will be announced via signs and announcements prior to and at the conclusion of the service.

Hygiene and cleaning

CONSIDERATIONS	ACTIONS
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Consider alternatives to physical gifts or wishing wells, such as online gift registries, direct delivery or electronic funds transfer.	<ul style="list-style-type: none"> • Not relevant to the Parish church component of a wedding
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.	<ul style="list-style-type: none"> • Food, cigarette consumption and glassware not offered
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.	<ul style="list-style-type: none"> • Hand sanitisers available at church entrances • This will be discussed with couple during planning

Record keeping

<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> • Registration / attendance details will be provided by the couple and checked off during admission to the church and kept for 28 days.
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