

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



Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name	Ivy - Ballroom - Merivale
Business location (town, suburb or postcode)	Sydney
Completed by	Emma Barr
Email address	Emma.Barr@merivale.com
Effective date	17 March 2021
Date completed	17 March 2021

Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

Staff and guests who are unwell are asked to not attend work or events held on our premises as per our Merivale COVID playbook.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

All staff are provided with appropriate training on COVID-19 including where to get

tested, physical distancing and cleaning processes which is clearly outlined in the Merivale COVID playbook

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Staff are aware of all their leave entitlements for sick leave or in the event they are required to self isolate. This information is located in the Merivale COVID playbook

Display conditions of entry (website, social media, venue entry).

These are listed on our website and upon entry of the venue at the COVID check in points in our venue.

Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

Digital/Virtual attendance options are discussed with the client prior to the event and AV providers are available for streaming live events

Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

Clients are provided with all the options to have either a fully virtual or combined in person and virtual event.

If you intend to serve alcohol consider ways to encourage responsible use, such as limiting bar tabs or drink packages.

Beverage on consumption is encouraged for all corporate events. In the event of a beverage package, RSA and service applies, beverage package limits will apply based on type and style of event

Physical distancing

Capacity at functions and conferences must not exceed one person per 2 square

metres of publicly accessible space.

Our venue capacities have been changed to ensure that attendance for events will not exceed one person per 2 square meters of publicly accessible space.

For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.

This is discussed with the client in the planning process. All guests are to remain at their socially distanced tables for the duration of the event. If movements to other rooms are required guests will remain in their original group

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

1.5 meter physical distancing will be observed where possible. Our events are seated events with restaurant style service which means there is no queueing for food and beverage. Entry and exit points are clearly marked with 1.5 meter spaces for queues. Floor plans are updated to include 1.5 meter spacing where practical

If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.

If there are multiple sessions in an event, ample time is allocated between session start and finish times to minimize crowding at the entry and exit points. this will also give our team time to clean the venue between the sessions.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

Markers are on the floor for external queues and at bars. Managers and hosts promote social distancing while guests are up moving around. Separate entrances and exits are used where possible.

Consider strategies to decrease mingling between groups during networking events

such as restricting these to allocated stream groups or conducting virtually.

Social distancing will be promoted during networking events and where possible virtual options will be provided. Allocated streams will be kept separate where possible.

There should be no dancefloors.

No dancefloors are currently available for our corporate events.

Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.

Registration is managed with the client prior to arrival with as much information provided to the team & guests before hand to ensure smooth arrival and unnecessary contact with guests. Entry is managed separately to the rest of the venue and will have one point of Covid check in.

Consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.

All signage is done online or digitally - physical signage will be upon entry or individually printed for each guest.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Managed by operations managers on the event date and this is best practice for staff on shift at all times where practically possible

Use telephone or video for essential staff meetings where practical.

Essential meetings are done virtually or via phone where practical.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Start, break and finish times are staggered as much as possible to minimize contact between staff where practical.

Review regular deliveries and request contactless delivery and invoicing where practical.

This is a best practice in our venues already and are managed by the cellar team in the loading dock.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

For larger groups, staggered arrival times are encouraged and a socially distanced queue, can be set up along the side of the building to suppress close gathering. Operations managers and security are there to manage this for arrival and departure of guests for events.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.

This information is provided by the event manager to the client prior to the event for the client to share to encourage separate transfers for guests

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

Promoted pre event through the event manager with the client. Parking options are always provided and additional support will be offered on the day by the operations manager.

Hygiene and cleaning

Adopt good hand hygiene practices.

Signage clearly located in bathrooms to encourage and promote good hand hygiene practices both front and back of house

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Managed by operations manager & Hygiene marshals on the day with checks done

throughout the event.

Have hand sanitiser at key points around the facility, such as entry and exit points.

Hand sanitizer is located at all key points around the venue. Additional alcohol wipes will be located near the pool table to wipe down pool cues and balls if and when necessary.

Avoid self-serve or buffet-style food service.

Event menus have been altered to eliminate self serve and buffet style menus during this time. Table service or canapes with separate vessels are used for events.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

As per Merivale's protocols outlined in the wider Merivale COVID 19 playbook

Menus should be laminated (clean between use), displayed or be single use.

All Menus are single use for our events and disposed of after each event as they are usually branded to the company or event

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Cleaning is performed frequently as per Merivale's protocols outlined in the COVID 19 playbook

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

This is done as per the manufacturers instructions as per Merivale's protocols outlined in the COVID 19 Playbook

Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.

Additional cleaning staff have been hired to ensure that high touch surfaces are cleaned regularly and are also increased depending on the style of event and amount of guests attending. Disinfectant wipes are on hand should a guest want to use them.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Staff are briefed at the beginning of each shift and reminded throughout the shift that they are to wash hands thoroughly with soap and water before and after cleaning. Cleaning high touch point area's are done with separate staff to the staff serving food and beverage to eliminate cross contamination.

Encourage contactless payment options.

Contactless payment options are pushed as form of payment for all events. Most events are pre-paid with only a beverage tab to be paid at the event

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).

Windows & Balcony doors are opened where possible and appropriate for the event. Mechanical ventilation has been changed to ensure outside are intake has increased to the maximum capacity where possible.

Record keeping

Functions and conferences should consider registering their event through nsw.gov.au

Each Merivale venue holds a COVID Safety plan per style of event. Clients are encouraged to register their event through the website and complete their own as well.

Keep a record of the name, contact number and entry time for all staff, dine-in customers 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.

Service NSW App is used for all check in's in venue for guests and staff. Details are held safely through the SERVICE NSW system and are accessible when requested

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

No details are held on-site and are only stored for contact tracing purposes through service NSW

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Staff are aware of the COVIDSafe app as additional support for contact tracing and are recommended to download the app.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Should a positive case occur at our workplace we will cooperate with NSW Health and notify safework NSW when we are notified of the positive case.

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

Yes