

Classique Event COVIDSafe Plan



ABN: 73727695740

20 September 2020

COVID Safe Plan for Classique Event

This guide has been designed by Classique Event to provide a COVID Safe Plan and provide details on actions on how we will implement the necessary requirements.

As Wedding Planners and Organisers of Events, we must ensure a COVID Safe environment and follow the strict protocols from DHHS and Victorian/Australian Government that have been implemented.

All Vendors, Suppliers and Services contracted under Classique Event will follow the same COVID safe procedures as outlined here and once business has been contracted under Classique Event, a copy of our COVID Safe Plan will be sent.

We will work together with each individual venue and ensure our COVID Safe Plan is implemented along with the venues' Plan and a person responsible will ensure procedures are followed.

Each client will provide us with a detailed guest list with all relevant details pertaining to the guest for contact. We will keep records of this in a spreadsheet and be available on the day of the event and be produced to the venue prior to the event for the purpose of contact tracing.

Each supplier business and the details of each individual worker in these businesses contracted under Classique Event will be provided to the venue prior to the event with a scheduled time slot.

All workers at Classique Event will be wearing face masks and follow the guidelines of the DHHS in hygiene and social distancing.

1. Ensure physical distancing

All Classique Event workers, suppliers, contractors and visitors are 1.5m apart as much as possible. This will be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Have a worker to explain rules upon entrance when marking the guest information list
- 6 people person table or limiting to a table per intermediate family members or as per rule
- Minimising the build-up of people waiting to enter a venue
- Limit people on a dancefloor and monitor the amount per square metre (2 square rule inside, 2 Square rule outside)
- Delivery protocols to limit contact between delivery suppliers and workers

Identify areas to ensure limiting the social distance

- Allocate different doors for entry and exit – All suppliers to drop off at an allocated outside area. Where they need to set up inside, they need to have an allocated time of entry to limit gathering. An allocated delivery time will be scheduled
- Contactless delivery. Invoice and paperwork to be online before delivery.
- Display signage will be put up for delivery drivers where to proceed.

- No suppliers delivering and/or setting up must enter until a person in charge allows entry. The supplier must advise when they are leaving to allow another supplier in. All Details of each delivery supplier to be recorded and noted of times.

Density quotient to configure shared areas and publicly accessible spaces to ensure that –

- There is no more than one worker per two square meters of enclosed workspace
- There is no more than one member of the public per two square meters of publicly available space indoors
- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating
- Family members from the same household will be placed together.

We will provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions and following our COVID Safe Plan
- Informing our workers and our suppliers to work from home wherever possible.

Action

- Develop and educate workers on strategies and work practice changes to maintain physical distancing
- Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- Reinforcing the importance of not attending work if unwell
- Ensuring appropriate information on the use of face coverings and PPE
- Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits
- Identify the roles that are required to be performed from home or can be adapted to be performed from home
- Adapt working arrangements to enable working from home
- Regularly assess workers in attendance at the workplace to determine whether they are required to be there

2. Wear a face covering

We will ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own
- We will provide face masks to guests/workers/suppliers upon arrival if they do not have one
- A person in charge (Classique Event or Venue worker) at the front entrance will wear PPE gloves and mask and ensure each guest/supplier arrival at an event has a face Mask and use hand sanitizer before entering.
- Identifying face covering requirements and describe when and how they need to be worn
- Ensuring guests are carrying a facemask with them
- Monitoring use of face coverings in all workers, unless a lawful exception applies

We will provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

- We will inform our workers, suppliers and guests how all masks should be worn

3. Practise good hygiene

All areas inside the venue must frequently and regularly be cleaned and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

Actions:

- Instruct workers to Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives
- Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)
- At Events and Venues, all used glasses should be taken from tables and areas immediately to be washed
- Each guest to have an individual glass
- Cutlery to be presented with the meal and not left on the table
- Cutlery to be taken with the plate once finished
- Napkins to be taken after every meal to be washed and a fresh one to be given
- Provide workers with their own personal equipment, labelled with their name

Requirements: Hand sanitiser available for all workers /customers /Suppliers/ Guests throughout the worksite and encourage regular handwashing.

Action

- Location of hand sanitiser at entry of venues
- Hand Sanitiser on each venue guest table for easy access.
- Ensuring rubbish bins are available to dispose of paper towels in toilets
- Ensuring workers have information on how to wash and sanitise their hands correctly.

4. Record Keeping and quick action if someone becomes unwell

We will support workers to get tested and stay home even if they only have mild symptoms.

Action

- Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case

A business contingency plan to manage any outbreaks. This includes –

- As Wedding Planners, We will have contact details of each individual guest list from all events and mark them at the door before entering.
- Each event will have a detailed seating plan with individual names of guests are allocated a seat.
- We will communicate to guests to inform us immediately if feeling unwell. Classique Event will have a protocol, inline with the venue, to remove the unwell patron/worker immediately from the area to a secure area and seek assistance for them. We will have their information at ready and confirm that this is their correct details. We will arrange transport to their premise in a safe manner.
- We will keep in contact with this unwell patron/worker and await results and act accordingly on the results.
- We will respond to a worker/supplier/guest being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results

- We will notify close contacts in the event of a positive case attending the workplace/venue/event during their infectious period
- We will work closely with the venue to ensure a clean the worksite (or part) in the event of a positive case
- We will contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- We will immediately notify Worksafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at our workplace/event/venue
- We will, In the event that you have been instructed to close by DHHS notify all parties involved
- In the event of closure, we will re-open our workplace once agreed by DHHS and notify workers they can return to work and/or an event can proceed

Action

- We will contact via phone or email notifying workers and close contacts about a positive case in the workplace.
- Establish an action with the venue in regards to a cleaning process in the event of a positive case.
- Working with the venue we have a responsibility for notifying DHHS, WorkSafe and your health and safety representative
- We will be responsible for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite
- Working with the venue & Suppliers a process for notifying Worksafe that the site is reopening

We will ensure to keep records of all people who enter the workplace for contact tracing.

Action:

We will work in conjunction with the venue on the following:

- We will implement temperature checking at entrance of each Wedding or Event
- We will have a process of a record sheet to collect information from workers attendance (including labour hire, suppliers, hire companies, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each visit. As per our contactless and distance measurements
- It is our responsibility to maintain up-to-date contact details for all workers of Classique Event
- We will collect correct worker information via a spreadsheet contact form with all relevant details on the worker

5. Avoid interactions in enclosed spaces

Reduce the amount of time workers are spending in enclosed spaces. This will include –

- We will encourage Weddings and Event to be held in outdoor environments where there is a 2 square meter rule
- Where the Wedding or Event is indoors, there will be protocols in place to ensure a 2 square meter rule and the maximum amount of guests and attendees required per the DHHS recommendations. Adjust to the space quotient required.
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors for Weddings and Events

We will work with the Venue to optimise fresh air flow in air conditioning systems

Action :

We will work closely with the Venue in ensuring that windows and air conditioning are set for optimum air flow at the start of each setup to the event

6. Create workforce bubbles

We will keep the same group of workers on each event ensure there is no overlap and only work at this venue on the one day.

Action

- Communicate to workers so they understand they cannot work across multiple sites
- Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- We will ensure workers to minimise time in shared facilities when taking breaks – separate break times
- We will work with individual Venues to ensure groups of workers do not mix across different shifts
- We will work with the venue to ensure dedicated workers are only on this event and not working in any other part of the venue or in another event in the venue. Only assigned employees can work on the event.

We will be proactive in maintaining a current and up to date COVID Safe plan in accordance with the DHHS requirements.

X *Karen Tancin*

Karen Tancin
Owner/Managing Director

Classique Event

ABN: 73727695740