



**SAFELY WELCOMING YOU
BACK TO EVENTS**
FROM THE PHOENIX TEAM

 **PHOENIX**

IMPLEMENTING NEW SAFETY MEASURES

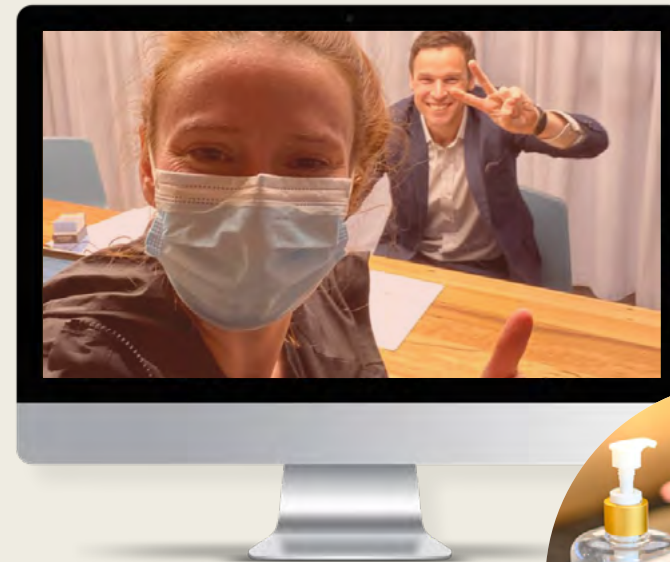
The Health & safety of our employees, clients, suppliers, event guests & event delegates is our priority. As the covid-19 situation evolves, so too is our response, ensuring we remain in line with the government mandates. As such the below remains subject to change.

WHAT WE ARE DOING

Our covid-19 safety measures:

Phoenix is implementing new procedures which will be strictly enforced including:

- Physical distancing measures – ensuring all government and health authority directives are adhered to.
- Entry screening procedures – including random temperature testing by way of hand-held temperature devices. (if required by a particular venue)
- COVID-19 screening questionnaire – all guests will be asked COVID screening questions.
- Face mask usage - in line with government mandates while on the venue property.



OUR COVID-19 SAFETY MEASURES: EVENTS

EVENT ENTRANCE :

- Hand-sanitiser dispensers are provided at all event entrance points for patron use.
- Physical distancing, hygiene messages and maximum room capacities are displayed upon entry to all function rooms and bathroom facilities also include physical distancing and hygiene measures
- Entry points to all function rooms and event pre function spaces are designed to manage physical distancing and traffic flow prior to the event. Our team members along with the client are to ensure physical distancing is adhered to on the day.
- In locations where queuing is required, Our team should arrange for appropriate physical distancing planning and provide their own physical distance markers.

EVENT SET UP:

- As per the current regulations, each function room can have an average of 2 square metres of space per person.
- Seating capacities, floor plans and number of guests at any table are to comply with health authority guidelines distancing requirements in place at the time of the event.
- Socially distanced floor plans will be designed by our teams in collaboration with our clients.
- Dancefloors will be set and operated in accordance with government restrictions. Please note that a dancefloor may impact your allowable guest capacity of your function room Currently 4sqm is required per person on the dancefloor with a maximum of 50 guests allowed at any given time.

FOOD AND BEVERAGE SERVICE:

- Our team will work closely with the venues to strongly ensure the HACCP food & safety management standards are within all culinary services.



OUR COVID-19 SAFETY MEASURES: EVENTS

CLEANING AND SANITISATION:

- All shared equipment and meeting amenities will be sanitised between each use or are single use if not able to be sanitised.
- All equipment including tables, serving stations and chairs are sanitised after each use.
- Gloves and masks are made available to staff, with training provided for appropriate use and disposal.
- All staff are required to wear face masks while serving front of house
- Any external supplier bring equipment into an event for use at an event will need to provide their own cleaning supplies

CONTACT TRACING:

- Event organisers will be required to pre-register all guests for events. Event attendee contact details (inclusive of contact name and phone number) must be collected by the Event Organiser and provided to venue for contact tracing purposes.
- Our team will have a separate list will require a separate list for each day of the event. Final numbers will need to be confirmed each day to ensure adequate security and cleaning.
- Records are to be used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely. All patron details will be destroyed after 28 days.

COVID 19 SAFETY PLANS AND CROWN REQUIRED TRAINING

- All sub contractors are required to provide copies of their COVID-19 safety plans prior to the event being approved.



**FOR THE MOST RECENT INFORMATION
& UPDATES ON PUBLIC EVENTS**

www.coronavirus.vic.gov.au/public-events-information-for-organisers

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