

SRB

SAN REMO BALLROOM

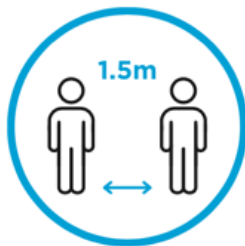
OUR PRIORITY IS TO CREATE A SAFE ENVIRONMENT FOR OUR CLIENTS,
GUESTS, SUPPLIERS AND EMPLOYEES WHILST CONTINUING TO PROVIDE
UNFORGETTABLE AND EXTRODINARY EXPERIENCES
NOVEMBER 2021

We are excited to welcome you back to San Remo Ballroom. We are confident and pleased to provide a COVIDSafe experience to all our valued clients, suppliers, guests and staff.

The team at San Remo Ballroom look forward to hosting your future event in our newly refurbished venue.

We have developed a COVIDSafe plan in accordance with the Victorian Department of Health and Human Services and WorkSafe Victoria. As a result of government guidelines we have implemented a few changes to ensure the safety of all so that we can continue to operate in a responsible and safe manner.

Take a look at our COVID-Safe plan highlights.



**Physical
distancing**



**Hygiene and
cleaning**



**Record
keeping**



**Wellbeing of staff
and customers**



**Masks required indoors - must be
worn when not eating or drinking
(restriction enforced until November 24th 2021 or
unless otherwise advised by the Victorian Government)**



PHYSICAL DISTANCING

San Remo Ballroom continues to adhere to government guidelines including the underlying principles to a CovidSafe Australia:

- Maintain 1.5m distancing and good hygiene
- Stay home if unwell
- Frequently clean and disinfect communal areas
- COVIDSafe plan for workplaces and premises

All staff undergo training to ensure our COVIDSafe plan is enforced and maintained at San Remo Ballroom. This includes practicing good hygiene and social distancing e.g. avoiding physical contact such as hand shaking, greetings, farewells etc. We recommend 1.5m distance is followed by staff, clients, guests and suppliers.

Please refer to our 'What's New' section to keep up to date with restriction requirements that the Victorian Government has enforced or chat to our friendly team.

GOOD HYGEINE & CLEANING

All clients, guests, suppliers and staff have a responsibility to ensure that they are following good hygiene and physical distancing. All are encouraged to regularly wash their hands with reminders via the use of signage in both front of house and back of house areas.

Staff are continuously reminded of COVIDSafe practices during staff briefings and will ensure to service their designated sections whilst wearing gloves during set up and throughout the event to avoid direct contact with cutlery, crockery & glassware.

Sanitising stations have also been installed upon entry to the venue.

Cleaning schedules have been reassessed and rigorous cleaning procedures have been enforced regularly. In particular, focusing on high touch areas that require frequent disinfecting such as internal and external doors, door handles, toilets, hand dryers, railings, taps, countertops etc. The venue is thoroughly cleaned post every event via an external cleaning company.



RECORD KEEPING

San Remo Ballroom is registered and operates record keeping via the Victorian Government QR Code Service to record visitors for contact tracing purposes. Signage has been displayed to encourage all to check-in upon entry. All must sign in using the QR code system and must be fully vaccinated as a condition of entry based on the government requirements.

SRB will also maintain records of staff, suppliers and guests.

In the event SRB has been exposed to Coronavirus we will report the matter to DHHS or DHHS may contact directly to report SRB as an exposure site. We will work with DHHS to follow all protocols including determining which areas have been affected including those deemed as close contacts. DHHS will contact those affected and advise to get tested, monitor for symptoms and isolate as required. Please follow health advice and any directions as advised by DHHS.

WELLBEING OF STAFF AND GUESTS

San Remo Ballroom is dedicated to minimising the risk and spread of COVID-19. Our COVIDSafe plan follows the six COVIDSafe principles as outlined by the government, including:

- ensuring physical distancing where possible (1.5 metres)
- carrying a face mask at all times (required indoors when not eating or drinking until the 24th November 2021 or unless otherwise advised by the Victorian Government)
- practise good hygiene
- keep good records and act quickly if staff become unwell
- avoid interactions in close spaces
- create workforce bubbles where possible

Staff have undergone covid training to create a COVIDSafe environment for your event. This includes going through cleaning procedures, social distancing guidelines and awareness around when to get tested if feeling unwell and showing any symptoms.

Staff are required to do a personal health check prior to coming in to work. As well as a health questionnaire upon arrival.

CovidSafe signage has been displayed upon entry, in the bar area, bathrooms and back of house areas to help educate clients, guests, suppliers and staff to practice COVIDSafe guidelines and etiquette. Signage includes:

- Venue capacity (if required)
- Hand washing & sanitising instructions – wash hands thoroughly with soap for a minimum of 20 seconds
- Cough and sneeze etiquette – in the crease of your elbow



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- Feeling unwell advice – If you have any of the following symptoms: fever, chills, sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell or taste; do not enter the venue, please get tested and stay at home until you receive your test results
- Instructions to check in via QR code system

WHAT'S NEW

The Victorian Government sets out measures to ensure that the events industry can continue to run functions in a COVIDSafe manner. San Remo Ballroom will make every effort to assist event organisers to ensure your event is compliant and continues to be a memorable and enjoyable experience for all.

As per the government guidelines currently all guests, suppliers and staff must be fully vaccinated to attend, host or work at an event.

Table service is encouraged at all events to minimise the traffic around the venue and congregation at service areas e.g. bar area.

Pre-dinner drinks will be subject to government guidelines. The pre-dinner drinks area will be extended to the main Ballroom area for large events to allow for social distancing.

Masks are currently mandatory for all staff and guests (until November 24th 2021 or unless otherwise advised by the Victorian Government). They are required upon entry and when not eating or drinking.