

DECEMBER 2020

MANOR ON HIGH COVID-19 SAFETY PLAN

WE ARE COVID-SAFE

COVID-19 SAFETY PLAN

Our Venue

- Meticulous cleaning schedules are in place and enforced that includes regular cleaning and checking of toilet and bathroom facilities.
- There is hand sanitizer available at each entry and exit point as well as in the bathroom facilities.
- It is mandatory for all guests and suppliers to sign in before entering the venue.
- Each guest and supplier must have their temperature checked with the supplied temperature guns. If your temperature exceeds the normal limit you will not be permitted to attend the event and must go to your nearest COVID-19 safety check station for further testing.

Our Events

- The Manor on High adheres to Government regulations pertaining specifically to the wedding industry.
- Tables will be placed a minimum of 1.5 metres from each other enabling guests to be adequately separated and avoid unnecessary contact.
- Specific entry and exit points have been assigned to each room and floor markers in place where guests are asked to queue.
- Cocktail events are not permitted.
- Table service will apply to all canape courses.
- All menu options will be available to be served individually.
- All crockery and cutlery is cleaned in a commercial grade washer.
- Bands and entertainment personnel will be sectioned at the rear away from the event guests.
- Dance floor capacity is limited and will be monitored to avoid crowding.
- There is ample onsite FREE parking available for guests.
- Booking and appointments can be conducted online or over the phone if preferred.

Staff Safety

- If any staff members are feeling unwell or showing symptoms they have been informed that they will be not allowed access to the building.
- Any staff members displaying symptoms will be asked to conduct a test before returning to work.
- Staff have undergone revised training incorporating rigorous cleaning procedures as well as training on social distancing.
- Each entrance to the building has Covid conditions displayed including sign in. This info is also displayed on our website.
- Staff are encouraged to remain 1.5 metres distance between each other and during client site visits. Masks are be worn at all times.
- Staff break times are staggered.

Client Responsibilities

- It is highly recommended that clients allocate seating for their guests.
- Clients must provide multiple copies of seating plans for guests to view to avoid crowding around single areas.
- Clients must provide individual menus for each guest to avoid sharing.
- Clients must provide guest list that includes contact phone numbers and email addresses of each guest.