

Infection Prevention and Control's Guide to safe functions

Must haves for your event:

Ensure all attendees use the Sine or myGOVSA app to register attendance to sites (even if it's held outdoors) to allow for contact tracing. If guests do not have a smartphone a SA Government contact tracing record sheet is available at access points at all sites.

Ensure all surfaces are disinfected– before, during and after the event - especially high touch surfaces like serving areas and guest tables. Designate a person at each event to ensure cleaning is undertaken.

Place hand sanitising stations at function entry and exit.

Functions must adhere to Public Activities COVID-19 Direction:

- Indoor capacity requirements per square metre
- Outdoor capacity requirements per square metre
- Every person must stay 1.5 metres away from each other
- If onsite in a healthcare setting, all attendees must wear a face mask.

All events must meet the current Emergency Management COVID-19 Direction. Visit [covid-19.sa.gov.au](https://www.covid-19.sa.gov.au) for the latest version.

For ward/unit functions:

- Stagger breaks to accommodate physical distancing.
- Stagger guest arrivals with a ticketed arrival time to ensure proper screenings take place and physical distancing is maintained.
- Communicate the importance of allocated arrival times to those attending to ensure COVID-19 safety measures are adhered to.
- If your function requires tables and seating have no more than 10 people per table with 1.5 metres between each person. Physical distancing requirements as per the Public Activities COVID-19 Direction must be adhered to.
- Consider waste management – as bins will need more frequent emptying.

For food:

- Single packaged items such as wrapped slices of cake, sandwiches or bento box food (single serve packs per person) only - no shared platters.
- Condiments individually packaged for each person (salt, pepper, dressing).
- All plates, cutlery, bento boxes, cups to be disposable
- Everyone should bring their own drink, or should be supplied with a disposable water bottle/drink can.
- All food needs to be served as per the Food Standard Australia New Zealand. Listeria and Food – Advice for People at Risk.

**Consider doing a Teams or Zoom Christmas function
or Virtual Party!**



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Must not's for your event:

- exceed capacity as per the current Public Activities COVID-19 Direction
- have self-serve buffet style
- have empty hand hygiene dispensers
- forget to undertake cleaning before, during and after the event
- have overflowing waste bins
- use reusable cutlery, plates or cups.

Remember to:

- wash your hands regularly
- maintain physical distancing of 1.5 metres at all times
- stay at home if you're feeling unwell
- get tested if you show any symptoms of COVID-19.
- enjoy yourself and reflect upon all the hard work your teams has done over the year.

For more information about the COVID-19 visit www.covid-19.sa.gov.au/recovery or contact the SA COVID-19 Information Line on 1800 253 787 9.00 am to 5.00 pm, 7 days.



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