

COVID-19 UPDATE
May 2020

On 11 May 2020, the Government announced we are moving to alert level 2 which means public events or mass gatherings will be allowed for up to 100 people indoors, and up to 100 outdoors. You can stay up to date with the latest information [here](#).

For our future clients & visitors, Ellerslie Event Centre is committed to the health and safety of its staff and you, our valued clients and your delegates, to ensure you can continue to enjoy our facilities safely.

We are taking a precautionary approach and closely following MoH advice and want to share with you the actions we are taking:

- Ensuring people are kept 1 metre apart at all times where possible
- Staff briefings have been held to remind them of the need to be vigilant in safe hygiene practices and that any staff members must stay at home if they are experiencing COVID-19 symptoms, awaiting a result from a COVID-19 test, suspected/probable/confirmed to have COVID-19, or who need to be in isolation/quarantine for any reason.
- Posters have been put up throughout the Ellerslie Event Centre to maintain awareness of best practice health and safety procedures for staff and clients (copy attached)
- Hand sanitizer stations have been installed throughout our facilities in meeting rooms and foyers where there is high foot traffic
- We regularly disinfect surfaces and have increased the level and frequency of cleaning bathrooms and the disposal procedures for rubbish bins
- No self-service buffets
- Creating a robust contact tracing log for all staff, guests, suppliers and contractors.
- Supplying attendees with individual bottles of mineral water to minimise use of communal water coolers
- PPE equipment used as and when required to ensure the safety of our staff and guests

As a reminder to our clients and their event delegates, we encourage you to follow these basic principles to reduce the risk of spreading viral infections:

- Stay at home if you are experiencing COVID-19 symptoms, awaiting a result from a COVID-19 test, suspected/probable/confirmed to have COVID-19, or who need to be in isolation/quarantine for any reason.
- Avoid close contact with people suffering symptoms of COVID-19 or the flu
- Wash hands frequently
- Always practice cough etiquette
- Maintain a sensible distance
- Cover coughs and sneezes with disposable tissues or clothing

We ask you to share the above information with your event attendees, your suppliers and anyone else who you may come into contact with.

We will require you to have a record of attendees on the day of your event to ensure contact tracing may be conducted if necessary.

We also ask you to share your advice and Health and Safety Plan with us ahead of your event.