



**BOSCHENDAL**

FOUNDED IN 1685

## **COVID-19 SAFETY GUIDELINES FOR CONFERRING**

For your personal safety and acting out of an abundance of caution, all our staff continue to receive COVID-19 preventative training measures and hygiene protocols.

### **PRIOR TO ARRIVAL**

- Venue is sanitised (incl. bars, kitchen, bathrooms and entry/exit points)
- All furniture and fixtures incl. tables and chairs are disinfected
- All cutlery, crockery and kitchenware washed and sanitised
- Cutlery is hygiene-sealed with bio-degradable paper napkins
- Crockery is hotboxed (when applicable)

### **ARRIVAL (GUESTS & STAFF)**

- Single entry & exit points identified for guests (FOH) and staff (BOH)
- Social distancing to be managed
- Hands sanitised & temperature taken prior to entry and recorded on guest list/ staff roster.
- Travel declarations present upon registration for conference (day guests)
- No guest or staff will be permitted without a mask (disposable masks will be available)
- All staff are issued with the necessary PPE i.e. gloves, masks & shields
- Bio-Hazard bins are made available for all disposable PPE & other items
- Hands-free sanitiser stations available at bathrooms, kitchen, bar and entry/exit points
- Guests to be seated and served coffee, to minimise congestion and movement
- Snacks to be pre-plated & served sealed
- Booklets & pencils will only be issued on request

## INCREASED SANITISATION

- Bathrooms & bar areas sanitised and recorded every 15 – 20 minutes by dedicated staff
- Stringent cleaning protocols are followed in the kitchen
- Only bio-degradable, eco-friendly chemicals are used
- High-potency hand sanitiser (70% Alc) available throughout the venue
- Paper towels available in all bathrooms

## SOCIAL DISTANCING

- Floor decals to clearly mark social distancing at all gathering points
- Set-up of tables ensures at least 1.5m distancing between delegates in all directions.
- All excess furnishings are removed
- Maximum capacities will be strictly adhered to - attending guests as well as staff.
- Only cashless payment facilities available
- Signage pertaining to COVID visible everywhere
- Staff trained daily on protocols, hygiene & processes

## FOOD SERVICE

- Stringent cleaning protocols are followed in the kitchen
- All cutlery is hygiene-sealed
- All food will be served pre-plated & served sealed
- Social distance of at least 1.5m maintained while serving
- Masks can be removed for dining and drinking purposes
- Bio-hazard bins available for disposal of PPE, napkins & other disposables

## DEPARTURE

- All guests & staff to exit through single exit points identified
- Guest temperature to be re-taken and recorded when leaving
- Venue and set-up broken down and sanitized