



Little Ginger Warehouse Venue  
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## Important Public Message from the Little Ginger Team

### NEW COVID-19 - POLICIES AND UPDATES

We know there is a lot of concern and uncertainty regarding the Coronavirus, so we wanted to let you know what we are doing here at Little Ginger.

We are closely monitoring the situation and keeping updated through the Australian Health Department daily announcements, ensuring our team is fully aware of extra steps we need to implement to ensure a safe and healthy environment for all to enjoy.

We have decided to stay at the forefront of both actual safety and emotional needs, by putting new policies in place, hosting team training sessions (in person and via our team communication online platform, as often as necessary) about these updates. Most importantly we will be communicating with all existing and new clients, the measures to ensure our events continue to run in the safest possible way for our families, their guests, the suppliers and our team. Our number one priority is the health and safety of everyone involved, along with the continued comfort/enjoyment of all, so please be confident in knowing we are doing all we can!

As a business we have put in place measures to minimise any potential impact on all who celebrate at our venue. There is no immediate cause for alarm, our venue is well under the 500+ public event status, but we have taken specific measures to minimise any impact.

We are continuously assessing the situation very carefully, and despite some of the anxiety we are experiencing in world around us... we aim to navigate the matter as carefully as possible without drastic or irrational measures, unless deemed necessary.

With the strict guidelines in place, and our Private Events being of a small number of people in the one place at one time (which is nowhere near the hundreds of people in a school or supermarket/shopping centre environment), at this time **ALL FUNCTIONS ARE RUNNING AS NORMAL**.

We do expect everyone to adhere to the strict guidelines we are providing to ensure the well-being of all – families, staff and suppliers. In the UNLIKELY event that there is a forced closure, by the Health Department Announcements we will release further information.

Specific strategies in place to keep everyone healthy include;

### **VENUE CLEANING AND MAINTENANCE**

- Hand sanitizer available at entry (both foyer and roller door access), inside the venue and in the kitchen area, along with hand wash as usual in our bathrooms & kitchen areas.
- Frequent wiping down and disinfecting high-touch surfaces throughout the day, such as bathroom door handles/plates.
- increased cleaning of venue areas & equipment (kitchen, bathroom, venue room), during functions to maintain a higher standard of cleanliness
- We also encourage clients to bring their own personal sanitiser and tissues for guests use.

### **BEHAVIOURAL & ATTENDANCE POLICIES**

- We are enforcing that all suppliers and staff regularly wash their hands thoroughly with warm water and soap, dry their hands before handling any equipment brought into the venue
- All food including grazing tables to have serving utensils available to minimize hand contact from guests and suppliers
- In line with the Australian Health Authorities advice, anyone who has travelled internationally, or has come into direct contact with someone with coronavirus (COVID-19) should not attend your event, if it is within the 14 day exclusion period.
- Remember, prevention is always better than a cure! Thinking Smart and acting accordingly is the best measure during uncertain times.

We will consider each event individually, in line with the most up to date information being provided to us by our government bodies and will make the right decisions accordingly. We have a plan for the current situation and if that is not suitable, we have a plan B! One way or another we are going to do the utmost to ensure you enjoy your milestone event. Yes, there may be adjustments, BUT together we can make sure you can continue to enjoy your celebrations!

More info to come closer to your event as we receive updates, thank you to all our beautiful families for your ongoing support.

*With Thanks*

**Nikki & The Little Ginger Team**