

Ararira Springs Primary School Quiz Night at COVID-19 Level 2

THT propose that we will be able to run Quiz Night on the 5th November 2021, with the following safety precautions:

Event Activities

- Quiz
- Auctions
- Choc Wheel, Raffles
- Prizes
- No Disco at the end

Set up / Layout

- Tables will be at least 1 meter apart.
- Two doors to the hall will be open to allow for better spacing out of guests upon arrival and departure.
- School QR Codes will be on all entrances (as well as a sign in sheet), the bar, and on each table.
- Sanitiser will be available at the entrance, bar and on each table.

Reducing congestion and cross contamination

- Doors will be open from 6.30 (rather than 7pm) to reduce the amount of people arriving at the same time. Event start is 7.30pm.
- Helper staff will be assigned to 2-4 tables (depending on the number of helpers we get). The assigned helper will be responsible for serving food, drinks and selling raffle tickets. There will be two eftpos machines rather than one to help streamline this approach.
- Eftpos machines will be wiped down with sanitiser regularly
- Guests will have the opportunity to purchase beverages online prior to the event in bulk to reduce foot traffic to the bar. The assigned helper will prepare the table with the pre-purchased beverages on ice prior to the guests arriving.
- At the bar, there will be marked lines that are 1.5m apart, to reduce congestion there.
- Food will only be served per table.
- As per last year, guests will bring their own glass, and wine will only be sold by the bottle.
- Helpers will wear masks during the event and will wear gloves when delivering food to tables.
- There will be no communal handling of items. The chocolate wheel will be managed with paper docketts rather than paddles. Raffle prizes will be issued rather than chosen.

Instructions for Guests

- This list will be emailed to all team captains.
- Welcome speech will include specific instructions on:
 - keeping at least 1 meter apart from guests at other tables
 - guests are to wear masks when they leave their table for any reason including going

to the bar or bathroom

- all guests must scan QR code or sign in manually