

COVIDSAFE

## Introduction

In response to the COVID-19 global pandemic, Zinc at Federation Square is committed to hosting your event in a COVIDsafe manner.

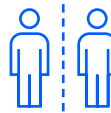
In our ongoing commitment to protecting your health and safety, we have introduced a range of enhanced measures across the venue to safeguard the wellbeing of our staff, clients, delegates, contractors and team members.

In this dynamic environment we actively monitor public health and safety directives and advice from the Federal and State Governments. We overlay safety advice from the Department of Health and Human Services Victoria and Safe Work Australia in conjunction with our Zero Harm philosophy, an industry leading work place health and safety program.

Our key protocols to help keep you, guests and our team healthy and safe whilst at Zinc include:



If you are feeling unwell, or suspect you may have come into contact with COVID-19, please get tested, stay home and isolate



Maintain physical distancing practices



Maintain recommended hand hygiene



Stringent environment hygiene practices



Contact tracing record keeping as mandated

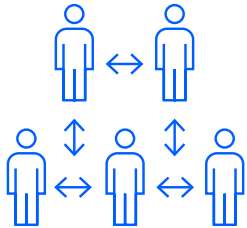
These practices are regularly reviewed and updated as COVID-19 and the public health advice evolves.

We seek and welcome your ideas and feedback, so we can continue to improve our service.

Contact us at [events@zincfedsq.com.au](mailto:events@zincfedsq.com.au) or (03) 9229 6300.

## Keeping you safe

### Physical Distancing



- Apply physical distancing protocols within public and event spaces
- Contactless purchase transactions
- Offer revised event space capacities and floor plans
- Hybrid on-line meeting capability

### Hygiene and Cleaning



- Reduction of touch points
- Regular cleaning and sanitising of high touch areas
- Hand Sanitiser throughout the venue
- Increased sanitising of event spaces and surfaces prior to, during and after service
- Safe and frequent waste removal
- Use of Personal Protective Equipment (PPE) where required (e.g. masks, gloves, shields)

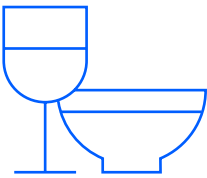
### Compliance and Training



- All team members receive training on infection control, food safety and COVID-19 awareness
- Staff to act as COVIDsafe monitors dedicated specifically to COVIDsafe oversight
- Workforce Monitoring
  - Temperature checks
  - Health declarations
  - QR Code location check-in
- Contractor and Supplier pre-arrival includes health check, contact tracing record keeping, COVID vaccination status checks

## Keeping you safe

### Food and Beverage Service



- Guest contact tracing record keeping in all dining and event spaces
- Staff to act as COVIDsafe monitors dedicated specifically to checking vaccination status
- Full food and beverage service review to safeguard against contamination
- Where possible, review options to include single serve packaging and direct guest service
- Service team provided with dedicated hand wash and hand sanitising stations
- Single use printed menus
- Implementation of COVIDsafe inward goods and loading dock procedures

### Zinc Capacity Summary

Room	Area (sq/m)	Capacity 1 guest per 2 sq/m	Unrestricted Banquet Capacity	Unrestricted Cocktail Capacity
Studio 1 + 2	693	342	520	1,000
Studio 1	415	207	200	500
Studio 2	275	137	150	200
Studio 1 Deck	123	-	-	-
Studio 2 Deck	65	-	-	-

NB: Capacity may vary depending on event set up required or Government mandated caps in single spaces

## Prior to arrival



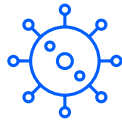
Communication to attendees explaining arrival process, health check and COVIDsafe expectations



- Upon arrival all visitors to Zinc are required to register via the Service Victoria App
- Complete the check-in using the QR codes that are located at the entrances to event spaces on arrival and provide proof of double COVID vaccination



Staggered arrival times if necessary to ease congestion



Reiterate COVIDsafe behaviours to your guests during housekeeping and in pre-arrival communication:

- Cover coughs and sneezes using a flexed elbow or tissue
- Wash hands regularly and augment with hand sanitiser if facilities are unavailable
- If feeling unwell on premises, report to venue staff and leave your contact details prior to leaving the venue
- Do not attend if unwell
- Maintain social distancing where possible
- Wear a mask indoors or as required



Ensure attendees have downloaded the Australian Government COVIDsafe app and ensure Bluetooth is activated on their smart phones

We look forward to welcoming you to Zinc to enjoy your COVIDsafe event.

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welcoming you to Zinc

WELCOME  
TO ZINC

**Zinc at Federation Square**  
Corner of Princes Walk & Russell Street Extension

+61 3 9229 6300  
[events@zincfedsq.com.au](mailto:events@zincfedsq.com.au)

Connect with  
   

**ZINC**  
FED SQ