



KIDS DISCO PARTIES

COVID-19 Information For Event Hosts

Last Updated 26/05/2020

Thank you for choosing Kids Disco Parties to host your child's birthday celebration. During the current COVID-19 pandemic, social distancing measures and safe hygiene practices are required to keep everyone at your event safe and well.

In order to facilitate a safe and hygienic experience we have carefully developed the following practices that must be adhered to before, during and after the event. The KDP Crew, Hosts and event attendees all have an important role to play to ensure the success of your event and maintaining the safety of all who attend.

All KDP Crew Members have been trained in establishing a safe work environment to ensure the safety and wellbeing of all who participate. Please be guided by their advice, recommendations and requests on the day.

All KDP Equipment will be disinfected and cleaned before and after every event. We have also modified our activities in order to minimise physical contact between attendees. Your KDP Crew Member will also facilitate additional hand sanitizing/washing throughout the event.

As the Event Host you will be required to adhere to the following measures/procedures;

BEFORE THE EVENT:

- Ensure the KDP COVID-19 Safe Letter is sent to parents/guardians of attending guests prior to the event (supplied upon booking).
- Disinfect all surfaces like handles, benchtops, tables and bathrooms. It is recommended bathroom and high touch surfaces are cleaned throughout the event.
- Restrict access to areas of your home that are non-essential for children to spend time in.
- Prepare food that can be served individually rather than in communal bowls/plates. All food and drink needs to be kept to the break time. It's a good idea to name cups/bottles.
- Generate a list of all attendees including parent/guardian's name and a contact phone number. **This is a government requirement for businesses operators.*

DURING THE EVENT:

- Upon guest arrival promote the use of non-contact greeting methods (foot taps or air hi-fives).
- Maintain restricted numbers of people in the home according to the current government guidelines. You can find up-to-date information at <https://www.dhhs.vic.gov.au/coronavirus>. If you are unsure how these restrictions will impact your event, please consult with your KDP Event Coordinator.
- Clean hands using hand sanitiser at the door and schedule regular handwashing throughout the event including before and after eating.
- Practice physical distancing of 1.5 metres between all adults (and children where possible).
- Increase ventilation by opening windows or adjusting air conditioning.
- Avoid touching your face and cover your coughs and sneezes in your elbow.
- Keep food covered and to break times. If possible host eating opportunities outside and label cups/drink bottles

AFTER THE EVENT:

- Support your DJ by encouraging parents/adults to maintain safe social distancing and to not gather in or near exit pathways for safe unpacking and removal of equipment.
- Immediately notify Kids Disco Parties if you or your party guests become ill or have been exposed to a confirmed case of Coronavirus withing 14 days of the event.

CANCEL THE EVENT IF:

- You are feeling sick
- You have a sick family member
- You or your family have been required to quarantine

ACKNOWLEDGEMENT:

By confirming your booking you acknowledge that you have read, understand and will adhere to the measures outlined above before, during and after the event.

QUESTIONS: If you are unsure please call Kids Disco Parties on 1300 365 65 75 or email info@kidsdiscos.com.au