

With effect from 3 Oct 2020

**Safe Management Measures for
Marriage Solemnizations and Wedding Receptions**

These Safe Management Measures aim to provide a safe environment for wedding couples and their guests during wedding celebrations.

Wedding organisers (which could include venue operators/ owners¹, wedding planners, the wedding couple and/or their relatives/ friends) responsible for supplying or procuring the premises and any goods and services related to the wedding (whether or not for reward and whether jointly or otherwise) are required to put in place the following safe management measures. **This set of Safe Management Measures applies with effect from 3 Oct 2020.**

1. Overall

- 1.1. Prevailing rules applying to each entity/ venue will continue to apply. Venue owners may determine if and when to allow solemnizations and receptions to be held in their premises, and may set additional conditions for their use, based on their capacity or ability to ensure safe management measures are implemented.
- 1.2. It is recommended that organisers appoint a Safe Management Officer to ensure that safe management measures are adhered to.
- 1.3. The Solemnizer may postpone the solemnization if safe management measures are not implemented or adhered to for the solemnization.
- 1.4. For external venues (excluding home, ROM(M) Building and places of worship), organisers should prepare response plans to manage situations such as handling unwell guests. This includes ensuring staff are familiar with the procedures in the handling of unwell and/ or uncooperative guests.
- 1.5. Each event must be completed in the same calendar day, although marriage solemnizations and wedding receptions may be held on separate days.
- 1.6. Each event can only be held in a single premise managed by the same operator. The event may take place over multiple rooms within the same premise.

2. Limits on Number of Attendees

- 2.1. The maximum number of attendees for the entire event must not exceed a total of 100 persons or a lower number, depending on venue capacity, safe distancing measures and/ or other factors to be determined by the venue owner/ operator or organisers. If the total number of attendees is between 50 to 100 persons, attendees must be split into either multiple zones of up to 50 persons, or across staggered timings with up to 50 persons in each slot and at least 30 minutes between slots. The caps include the couple and the wedding party, and excludes the Solemnizer (for solemnization), vendors and premise staff. Vendors and premise staff should be kept to the minimum required.

¹ Includes the religious organisation if held in a place of worship.

- 2.2. For solemnizations, couples are to declare their guest and vendor list according to their zone to the Solemnizer at least one day before the solemnization.
- 2.3. The lists of guests for solemnizations and receptions should be made available onsite for verification/checking.

3. Group Size and Safe Distancing

- 3.1. Guests must be split into fixed groups of up to 5 persons each, with no intermingling or mixing between groups. This will also apply within each zone and time slot.
- 3.2. An exception may be made for a designated core “wedding party” comprising up to 20 persons (including the bride and groom), which is part of the 100 persons. Individuals in this “wedding party” may interact with one another within the party and may sit with one another at tables of more than 5 persons. However, they must not intermingle or mix with other attendees outside the ‘wedding party’.
- 3.3. At least 1m safe distancing must be observed between groups, as well as between the “wedding party” and other groups, at all times, including for photo-taking.

4. Zoning Requirements

- 4.1. The maximum number of attendees in each zone must not exceed a total of 50 persons.
- 4.2. All attendees, including the couple and wedding party, must only be assigned to one zone each. Entering an unassigned zones is not allowed, except for the wedding couple who may do so briefly e.g. to take photos. Service staff and vendors may also cross between zones as necessary to perform their job.
- 4.3. Zones must be completely separated from one another by either a physical solid partition (at least 1.8m high, from wall to wall); or at least 3m physical spacing demarcated by continuous physical barriers (e.g. formed by plexiglass screens, barricade tape, queue pole stands linked by retractable belts).
- 4.4. There must be either be a separate ingress/egress for each zone or staggered entrance/exit timings so that attendees from different zones do not mix with one another during entry/exit (including any movements in and out of the venue during the event).
- 4.5. Where possible, service staff should be designated to specific zones and avoid mixing with staff serving other zones.

5. Staggered Timing Requirements

- 5.1. The maximum number of attendees for each time slot must not exceed a total of 50 persons.
- 5.2. Guests must be assigned to one time slot and can only be present during their scheduled time slot. They must leave by the end of their time slot.
- 5.3. An exception may be made for a designated core “wedding party” comprising up to 20 persons (including the bride and groom), which is part of the 100 persons. The wedding party may participate in multiple time slots,

whereas all other guests must only belong to one time slot, so long as the number of people in that time slot remains capped at 50 persons².

- 5.4. There must be a minimum of 30 minutes between time slots, where cleaning and disinfection at the event space and other common areas (e.g. toilets) must be conducted.

6. Venue Set-up

- 6.1. The venue should be set up to ensure that the attendance limit, zoning and staggered timing requirements, as well as group size limits and safe distancing requirements above are adhered to at all times.
- 6.2. There should be fixed seating for all attendees.

7. Management of Common Facilities

- 7.1. Organisers should put in place measures to minimise crowding or mixing at common facilities e.g. corridors, toilets. Where possible, specific common facilities should be designated to specific zones so that attendees from different zones do not mix when using such facilities.
- 7.2. Pre-meal receptions (free-standing) are not allowed.
- 7.3. Where possible, organisers should identify hotspots e.g. entry/ exit points, washrooms, corridors, etc. for potential bunching and implement a control mechanism to prevent/ disperse crowds. This could include the deployment of ushers or Safety Ambassadors to remind attendees against clustering and loitering in common areas.
- 7.4. Premises hosting multiple events concurrently should put in place measures to ensure no inter-mixing between attendees of different events.

8. Use of Face Masks

- 8.1. Organisers should ensure that attendees are wearing face masks in accordance with the prevailing national policy, with the exception of the bride and groom who may wear face shields during the course of the event instead. The bride and groom may also remove their face shield or mask for key moments (e.g. when exchanging vows or rings, kiss, march-in/ outs) as long as they maintain a safe distance of at least 2m from others at such times.
- 8.2. Masks may be removed momentarily for photo-taking.

9. Food and Beverage

- 9.1. Food and beverage must not be served at solemnizations.
- 9.2. Self-service buffets are not allowed. Sharing dishes/ platters are strongly discouraged.
- 9.3. Attendees should not share cups/ cutlery/ utensils.
- 9.4. No sale or consumption of alcohol is allowed after 10.30pm.

10. High-risk Activities

- 10.1. Live performances or activities involving singing or loud talking/ shouting are not allowed.

² For example, guests can be distributed across three time slots as follows - 30 pax : 30 pax : 20 pax with the wedding party of 20 persons present during all three slots for a total of 100 unique attendees.

11. Attendance Control and Contact Tracing

- 11.1. Organisers should conduct temperature screening and checks on visible symptoms for customers at entrances, and turn away those with fever and/ or those who appear unwell.
- 11.2. All guests should check in to the event using SafeEntry. The venue owner/ operator or organisers should have a unique QR code for the event space, e.g. hotel ballroom, function room, private dining room in a restaurant.
- 11.3. All guests should download and activate TraceTogether before attending the event. Organisers should perform checks that TraceTogether has been activated e.g. at the point of checking that the attendee has checked in via SafeEntry.
- 11.4. Organisers are encouraged to stagger the arrival and departure timings of attendees. Queuing in groups should be discouraged.
- 11.5. Organisers are encouraged to adopt contactless modes of operation where possible e.g. putting the seating arrangements online or on a board instead of a manned reception counter to minimise contact between individuals.

12. Ensuring Cleanliness and Hygiene

- 12.1. Before the start of each time slot and where applicable, the venue owner/ operator or organisers must clean and disinfect the event spaces, common facilities (e.g. toilets), tables and chairs before and after use, including high-touch surfaces such as handrails, door handles, lift buttons, etc. and shared articles such as cutlery and crockery.
- 12.2. Where applicable, the venue owner/ operator or organisers should provide disinfecting agents like hand sanitisers, disinfectant sprays, wipes, etc. for attendees and staff at common areas or areas with high-touch surfaces.