



## COVID-19 Meetings & Conferences Protocols

The Indaba Hotel, Spa & Conference Centre is committed to providing and maintaining the safest possible conferencing venues. To this end we have put strict health and safety protocols in place to safeguard our clients and staff alike. This document highlights to steps that will be taken to mitigate the risk of COVID-19 on site.

### GOVERNMENT REGULATIONS UNDER THE DISASTER MANAGEMENT ACT 57 OF 2002

Various restrictions have been placed on venues in terms of the Act. This directly impacts various aspects of our business offerings, and what is allowed in terms of the regulations. It must be noted that the following numbers, restrictions and imposed guidelines may change over time as new regulations are promulgated. Please check with the Conventions Office to ensure that you have the most up to date information.

#### GENERAL RULES APPLICABLE TO ALL GUESTS AND EMPLOYEES



All persons will be required to wear a suitable face covering at all times when on site. These may only be removed to consume food or beverage;



Hand sanitization stations are strategically placed throughout the venues, and the use thereof is strongly encouraged;



Social distancing is to be maintained at all times. Floor markers will be in use in higher density areas to assist with this.



An isolation room has been allocated to house anyone who may present with any COVID-19 symptoms during their time on site. A preferred private ambulance service has been identified to assist with transportation to hospital if necessary, and are on standby to attend to any on-site emergency.

#### GUEST SCREENING QUESTIONNAIRES

All guests and/or delegates will be required to complete a questionnaire pertaining to their general health, travel history and other relevant information necessary to track and trace them in future should the need arise. Temperature screening and recording will also be done per delegate.

These documents will be held in the strictest confidence by the hotel, and will only be used in the event that a case of COVID-19 is reported and confirmed. This is as per government regulations.

Your Conventions Co-ordinator will forward this document to you in advance for distribution to your guests/delegates to speed up the on-site process. We advise that you factor this into the timing of your event/conference as it may cause a delay in getting everyone screened on site.





HOTEL, SPA & CONFERENCE CENTRE  
FOURWAYS JOHANNESBURG

## GUEST SCREENING QUESTIONNAIRE

RIGHT OF ADMISSION RESERVED

NOTE: As per the regulations to the Disaster Management Act, 2002 published on 17 March 2020, any person who intentionally:

1. Misrepresents that he/she/any other person is infected with COVID-19 is guilty of an offence and on conviction can be fined and/or imprisoned (for up to 6 months)
2. Exposes another person to COVID-19 may be prosecuted for an offence, including assault, attempted murder or murder.

### GUEST DETAILS

Name and Surname			
ID / Passport Number			
Contact Telephone No.			
Emergency Contact No.			
Temperature Reading			
Guest Signature		Date	

### HEALTH QUESTIONS

1. Are you feeling generally well?	YES	NO
2. If no, do you have any of the following symptoms:		
- Cough	YES	NO
- Fever / Chills	YES	NO
- Sore Throat	YES	NO
- Shortness of Breath	YES	NO
- Loss of Taste	YES	NO
3. Have you travelled internationally in the last 30 days?	YES	NO
- If yes, which countries have you visited?		
- If yes, which country did you return to South Africa from?		
- Dates		
4. In the last 14 days, have you been in close contact with anyone who tested positive for COVID-19 or is waiting a test result?	YES	NO
5. Have you attended / visited a healthcare facility treating patients for COVID-19?	YES	NO
6. Are you awaiting test results of a COVID-19 test?	YES	NO

### CLEARED TO CHECK-IN

Name of Operator		Signature of Operator	
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The Sandton Indaba (Pty) Ltd - Reg No. 1972/009795/07



## VENUE CAPACITIES

All venues will be set up in such a way as to maintain social distancing between guests/delegates, taking into account the maximum numbers currently promulgated under the regulations. A minimum distance between guests / delegates will apply at all times.

VENUE	SETUP	MAX CAPACITY
Lecture 6	Virtual Studio	1 Presenter + 6 Delegates
Lecture 7	Banquet Rounds	1 Presenter + 32 Delegates
Lecture 8	School Room	1 Presenter + 23 Delegates
Lecture 9 - 10	U-Shape	1 Presenter + 8 Delegates
Lecture 11 - 12	School Room	1 Presenter + 10 Delegates

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## GUEST SUPPLIES AND AMENITIES

Each guest/delegate will be provided with individual guest supplies and amenities, such as bottle water, wrapped mints / sweets in individual boxes, pens etc. This will prevent the need to share any of these supplies.

## FOOD AND BEVERAGE OFFERINGS

All food and beverages will be served in individual portions per guest / delegate. As far as possible, all refreshments and meals will be served in open-air venues, such as Bishop's Court or The Courtyard (weather permitting) and different groups will be kept separate. Where more than one group has to share a venue, this will be managed according to specific times, allowing for sufficient time to fully sanitise the area/venue between groups.



## CLEANING AND SANITISATION PROTOCOLS

Staff are extensively trained on health and safety protocols to ensure that venues, toilets and other guest facilities are constantly sanitized. Venues will be fully fogged prior to, and after, any event or conference. Windows and doors will be opened to allow for the free-flow of air wherever possible. High-touch areas such as door handles, toilet seats, taps etc. will be constantly sanitised and cleaned before, during and after each event/conference.



## RELAXATION OF REGULATIONS

The hotel will constantly monitor the government regulations pertaining to venues and will adjust its offerings accordingly. It is expected that the number of guests/delegates allowed per venue may increase in time. Please confirm the current situation with your Conventions Co-ordinator. We will also advise our clients on a regular basis through updates and communiques. Also please keep an eye on our website for the latest updates.