

# SHARJAH

## General Guidelines for Reopening Activities at Events Halls and Wedding Halls



حكومة الشارقة  
دائرة التنمية الاقتصادية  
GOVERNMENT OF SHARJAH  
Economic Development Department

حكومة الشارقة  
Government of Sharjah

هيئة الإنماء التجاري  
والسياحي بالشارقة  
Sharjah Commerce & Tourism  
Development Authority





**\* Guidelines for reopening activities\* at events halls and Wedding Halls - Sharjah Commerce and Tourism Development Authority  
- Sharjah Economic Development Department**

**\*Activities (weddings, parties, meetings, conferences and exhibitions)**





SHARJAH

## Guidelines for Reopening Activities at Events Halls and Wedding Halls - SCTDA



## **Table of Contents:**

### **INTRODUCTION**

- 1. Safety first**
- 2. Risk assessment**
- 3. Guest arrival – departure**
- 4. Physical distancing**
- 5. Venue facilities**
- 6. Food and Beverages**
- 7. Cleaning standards**
- 8. Personal hygiene**
- 9. Communication with Government Authorities**



## **SHARJAH COMMERCE AND TOURISM DEVELOPMENT AUTHORITY (SCTDA)**

### **WE ARE COMMITTED**

The SCTDA is gradually propelling the tourism business operations in the hotel industry, which has been tremendously affected by the Covid19- crisis. In order to regulate health and safety protocols to protect and safeguard guests, visitors and employees as directed by the UAE government, SCTDA has outlined guidelines for reopening wedding and event halls in Sharjah.

These guidelines provide precautionary measures for event venues and organizers to observe and follow in carrying out their activities.



## GENERAL PRECAUTIONARY PRACTICE

### 1. Safety first

#### Employee Health

- All employees shall follow Ministry of Health & Prevention guidance regarding handwashing.
- Event employees must obtain COVID19- negative test results from authorized entities prior to the reopening, the employee must have COVID19- free test results.

### 2. Risk Assessment

#### Emergency Arrangement

- Protocols for notifying health authorities of suspected COVID19- cases.
- Information and necessary training to be provided for event organizers and employees on the COVID19- protocols.
- Provision of first aid services and PERSONAL PROTECTIVE EQUIPMENT (PPE), designated space to isolate a suspected case, and transport arrangements to a healthcare facility if required.
- Clear method of notifying visitors of potential exposure to a confirmed case of COVID19-, e.g. the event organizer and following the Ministry of Health protocols
- Providing a system to allow for the collection of information to assist health authorities with contact tracing if and when required.

### 3. Guest arrival-departure

- Temperature screening must be carried out for visitors, employees, organizers and servers. All staff and members should be checked at the venue entrance and any individual displaying COVID19- symptoms (such as fever exceeding 37.5 degrees, cough or shortness of breath, sore throat or tiredness) must be prevented from entering the facilities.
- Elderly people above 70, particularly those displaying any health problems should not be allowed to enter the event venue and enclosed areas.
- Events visitors should wear masks at all times with the option to discard them when inside the wedding/event hall.

### 4. Physical distancing

- Precautionary measures should be communicated to wedding and event organizers prior to the event including capacity limit of the venue and seating limit per table to practice physical distancing, etc.
- The allowable capacity of the event venue should only be %50 of the actual capacity of the venue; numbers exceeding this should be dealt with, either by extending to adjacent halls or they should not be permitted to enter the wedding/event hall.
- Establish separate entry and exit points to the event venue to avoid overcrowding and this should be organized and planned with barriers; consider width to allow for free movement, queue markings and sanitizing stations.
- Provide distance indicators of at least half a meter on floors between bride/groom and well-wishers.
- Hotel employees should monitor the whole duration of the event to ensure that all event employees and visitors adhere to the principles of physical distancing of 2 meters between individuals and hygiene measures are complied with.
- Physical contact between guests is not allowed.



## GENERAL PRECAUTIONARY PRACTICE

### 5. Venue facilities

**Hotel establishments providing wedding and event venues shall practice periodic cleaning of halls and function rooms, involving:**

- Complete sterilization of wedding and events halls one day prior to and after any wedding or event.
- Frequent sanitization of venue tables, chairs, equipment/devices, remote controls, electrical/electronic switches and door knobs.
- Install/Provide hand sanitizer, wipes and tissue dispensers on tables, attached to walls near venue entrance/exit and other accessible places.
- Provide a sanitation zone near the hall entrance/exit with portable sanitation station and dispensers, regularly replenished.
- Display posters or electronic boards around hall areas providing information on precautionary guidelines and measures
- Toilet/Restrooms should be cleaned and sterilized after each use and hand sanitizers and/or soap-filled dispensers installed.
- Provide queueing distance indicators in toilet/restrooms, venue entrance/exits, food island or distribution area.
- Signage related to precautionary measure instructions should be displayed visibly along arrival area, particularly at entrance/exit, toilets, hall corridors.

### 6. Food and Beverages

- All hotel establishments must comply with all instructions issued in this regard by the competent authorities.

### 7. Cleaning standards

- Halls and event facilities must provide pedal trash bins, lined with plastic bags;
- Trash should be disposed of accordingly
- Ensure availability of dedicated cleaners to regularly sanitize all entrances, elevators, and escalators (or any other facilities/surfaces that are prone to high frequency of contacts)
- Disinfect and clean workspaces and equipment, and consider more frequent cleaning of frequent contact surfaces.

### 8. Personal Hygiene

- Provide event employees with Personal Protective Equipment (PPE) i.e. gloves, head caps, etc. when deemed necessary for performing their tasks and require them to wear at all times.
- Employee uniforms should be sanitized and they should be briefed on standard hygiene.
- F&B employees and serving employees must wear appropriate uniforms along with protective masks and single-use gloves, and appropriate hair covering at all times.

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**The halls management of hotel properties must notify the Sharjah Commerce and Tourism Development Authority of the date of events and parties in advance and obtain approval for them by sending an e-mail with the details to the Tourism Standard Department: [tourismstandardsdept@sharjahtourism.ae](mailto:tourismstandardsdept@sharjahtourism.ae)**

**The management of the external halls must notify the Department of Economic Development in Sharjah of the dates of the events and parties in advance and obtaining approval for it by sending an e-mail with the details to the department: [salim.alsuwaidi@sedd.gov.ae](mailto:salim.alsuwaidi@sedd.gov.ae), Contact details : 0501777144, 0501828882**



**9. Communication with Government Authorities**

**- National Emergency Crisis and Disaster Management Authority**

Web link - <https://www.ncema.gov.ae/>

Contact details : 024177000, 024177056, 0502133011

**- Ministry of Health & Prevention**

Web link - <https://www.mohap.gov.ae/en/Pages/default.aspx>

Contact details – 065722222

**- Ministry of Human Resources & Emiratization**

Web link - <https://www.mohre.gov.ae/en/home.aspx>

Contact details : 80060

**- Sharjah Economic Development Department**

Web link - <https://sedd.ae/en/web/sedd/home>

Contact details : 065122222, 80080000

**- Sharjah Police**

Web link - <https://www.shjpolice.gov.ae/>

Contact details : 901

**- Sharjah City Municipality**

Web link- [www.shjmun.gov.ae](http://www.shjmun.gov.ae)

Contact details: 993

**- Khorfakkan Municipality**

Web link- [www.shjmun.gov.ae](http://www.shjmun.gov.ae)

Contact details: 000 80 800 /993

**- SCTDA – Tourism Standard Department**

Web link - <https://sharjahtourism.ae/en-us/>

Contact details : 065566777

This guide will be updated based on developments in coordination with the relevant authorities



