

COVID-19 PROCEDURES

STANDARD PROCEDURES

- Team members will be required to *remain home if demonstrating signs/symptoms of illness*, including but not limited to: fever, coughing, congestion, chills, shortness of breath, fatigue or nausea.
 - **Any team members that arrive to work displaying the above symptoms will be sent home immediately.**
- All team members will complete a *health screening survey* at the beginning of every shift as well as a daily temperature check.
- All team members will *remove all personal belongings* (keys, cell phones, jewelry/watches) and place them in designated storage areas. No personal belongings will be permitted in production areas.
- All team members have successfully completed a special *COVID-19 food handling course* prior to returning to work.
- All team members must *wash hands* prior to beginning work and in between tasks.
- All kitchen team members will *wear disposable gloves* at all times. Gloves are to be changed if torn, contaminated, when switching tasks, and in specified intervals.
- All team members must *maintain mandated social distancing* measures.
- Contracted locations, offices, warehouses, and vehicles will be *sanitized* and all surfaces will be *disinfected* routinely throughout the day.

EVENT SERVICE PROTOCOL

- Team members will *adhere to social distancing* guidelines.
- All *self-service food and beverage offerings are discouraged* until further notice.
 - All previously sold self-service food and beverage offerings will be recommended to adjust to a staffed or other option.
 - Passed hors d'oeuvres and Chef Station services will continue to be offered.
 - Staffed food and beverage stations, rather than self-serve, will be the preferred method of service going forward.
 - Non-contact delivery and curbside pickup methods are available for all food-only orders
- *Routine sanitizing of all surfaces* both in the front and back of the house will take place periodically throughout the event.
- All service locations (stations, bars, etc.) will have *hand sanitizer and additional gloves* available for team members and guests.
 - Every food and beverage station will have hand sanitizer available at the beginning of each station.
- All table set or rental items such as chargers, plates, glassware and utensils will *remain in original packaging* and be moved to the dining room just prior to being unwrapped and handled.
 - Any additional or backup products will remain in original packaging until needed.
- Any passed food items will be *served in individual portions* in their own vessel.
- *No plate, vessel, or glass will be reused or refilled.*
- Service items on the table which are typically communal (water pitchers, coffee carafes, salt and pepper shakers, sugars, creamers) will be *brought out upon request, served in individual portions and removed served by server*. Each item will be sanitized after use.

EVENT PLANNING AND VISIT PROTOCOL

- Hand sanitizer will be placed at venue entrances and throughout venue space as applicable.
- Event Planners will provide all clients the option of virtual consultations and venue visits via Zoom, FaceTime or other virtual meeting software familiar with both parties.
- Clients will drive to locations in their own vehicles.
- All consultations are to take place in spaces that allow an appropriate amount of distance based on the number of guests and team members will maintain social distancing.
- Hand sanitizer will be available for team members and guests to use on site tours as needed.
- Meeting surfaces will be sanitized in the Celebrations Catering warehouse after in-person consultations and meetings.
- Any food and beverage offerings will be individually portioned and packaged. Items served will be placed/presented for guests by a gloved Celebrations team member.