BANQUETS/CATERING MANDATES

When in Guest attended areas and BOH areas maintain a 6-foot distance (where possible)

Employees MUST always wear masks

Wash hands approximately every hour and when the following occurs:
• Before beginning and ending your shift.
• Before and after eating.
• After smoking or vaping.
• After removing face mask and/or touching your face.
• After using the restroom.
• After handling waste materials.
• After completing each different phase of your work assignment

Encourage respiratory etiquette:
• Cover your mouth and nose with a tissue when coughing or sneezing.
• Use in the nearest waste receptacle to dispose of the tissue after use.
• Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.

Require employees with flu-like symptoms to remain at home:
• Don’t come to work if you have flu-like symptoms including fever, dry cough, and/or fatigue
• Stay away from people who appear to be sick
• Always follow local health authority guidance

Continuously clean & sanitize all Frequently Touched Surfaces (FTS):
• Prior to beginning operations all areas need to be wiped down and sanitized
• Assign an employee daily to sanitize all frequently touched surfaces (FTS)
• Frequently Touched Surfaces should be cleaned approximately every hour

BANQUETS/CATERING GUIDELINES

• All Banquets/Catering Staff to be trained on the Mandates & Guidelines.
• All Banquets/Catering staff to be trained on the Guidelines for Guest Safety & Standards
• Communicate with Sales teams and clients to discuss Guest Safety & Standards
• Banquets/Catering Leaders to conduct daily Guests Safety & Standards audits
• Frequently changing out trays will reduce the amount of exposure.
• Health Ambassadors will be assigned to control the Sanitation & Cleaning protocols for Frequently Touch Surfaces (FTS)
Recommended Seats per Table:
- Work with the venue set up team to determine appropriate distancing guidelines are met when setting up a room for a banquet/catered event
- Four (4) Seats per 60” Round
- Five (5) Seats per 72” Round

Modified Banquet/Catering Service Options

The following styles of services can be used to execute different styles of banquet/catered events while adhering to the LOB Mandates:

1. Plated Service
2. Individually Packaged Meal Service
3. Individually Served
4. Hot Meal (Culinary Attendant served)
5. Individually Packaged Hot Meal
7. Flexible Reception Style (Attendant Served – Individual Pre-Packaged Food Stations)