

Banquets/Catering Go Back to Work Mandates & Guidelines

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**
6. **Buffet Style Service** (Attendant Served – Single Sided)
7. **Flexible Reception Style** (Attendant Served – Individual Pre-Packaged Food Stations)