



EVENTS & MEETINGS COVID-19 PRECAUTIONS AND PROTOCOLS

- I. For the space
 - A. Physical distancing of 6 ft between tables and/or guests will be required.
 - B. A maximum of 6 guests will be allowed per table. Guests at each table will not be required to adhere to 6ft physical distance.
 - C. Currently, events are restricted to a 25% capacity limit for indoor gatherings and a 50% capacity limit for outdoor gatherings.
 - D. Contactless Hand sanitizing stations will be provided for guests.
 - E. Following each event, the space will be deep cleaned and sanitized with high grade EPA registered disinfectants and electrostatic sprayers.
 - F. Presetting of tables will be eliminated. Tables will be set once the guest has seated for the dining experience.
 - G. Cleaning and sanitizing of restrooms will occur hourly; focusing on high touch areas such as door handles, faucets and toilet handles. Restocking of hand soap and paper towels.
- II. For the guests
 - A. Guests will be required to wear face coverings when entering, exiting and moving throughout the facility. We will welcome guests to remove face coverings only while seated at their table and enjoying their dining experience.
 1. Disposable face masks and gloves are available upon request.
 - B. Hosts will be asked to share a **Digital Intake Form** via email with all guests to fill out prior to their event. We ask that this form is returned to the coordinator no sooner than 24 hours prior.
 1. If you, the host, are sick or feel any symptoms of sickness related to Covid-19 on the day of your event, we kindly ask that you contact the event coordinator for rescheduling procedures:
 2. If one of your guests are sick or feel any symptoms of sickness on the day of your event, we kindly ask them to stay home:
 3. Sensations of sickness include, but not limited to:
 - a) Headache, fever, stomach pain, nausea, diarrhea, respiratory discomfort, coughing, sneezing, difficulty breathing, lack of taste or smell, hair falling out in clumps suddenly, Covid-19 toes
- III. For the staff
 - A. Screen and evaluate guest-facing workers at the start of each shift.
 1. Exclusion Parameters
 - a) Fever over 100.4 Fahrenheit
 - b) Coughing
 - c) Shortness of Breath
 - d) Travel to COVID-19 hotspot within previous 14 days
 - e) Exposure to individual confirmed with COVID-19 within previous 14 days
 - B. Staff will stay home if they feel sick. Daily temperature checks are facilitated by The Ivy Hotel management team.
 - C. Staff will be immediately sent home if they are displaying any signs of sickness.
 - D. Staff will wear masks at all times, face shields (when appropriate) and gloves (when appropriate).