



**LIVE  
EVENTS  
COALITION**

**New York & New Jersey**

**Last Modified on 8/18/2020**

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**Authored by: Private Event Industry  
Professionals of New York City**

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# Mission Statement

Private Events are the lifeblood of New York City and an engine of prosperity for the City and State. Without private and public events, our cultural, political, economic, and physical landscapes have been dramatically altered. Group gatherings, whether to celebrate a milestone event, support fundraising efforts of a local hospital, attend a large-scale political rally for elected officials, or participate in a companywide sales meeting, not only help us commemorate our most special occasions but also foster a dynamic that is unique to the event community.

The event industry's ability to rebound as a nationwide contributing economic force is jeopardized without BEST's strategic planning and formidable support from local City and State entities. It has been BEST's MISSION to create procedures and protocols to secure the safety of our guests, staff, and creative partners. These protocols include, but are not limited to enhanced HVAC systems, disinfecting and sanitizing procedures, appropriate food and beverage preparation and service procedures, protocols that address guest arrival and registration, and more. Together, these actions will ensure a safe experience for everyone involved.

Our goal is to return employees to the events industry safely and to put them back on payroll. While the procedures and protocols for safety in this report are essential to resuming business, it is our utmost PRIORITY to ensure that our employees, clients, and guests have sufficient confidence in our industry so we can re-open and safely host private events. We are committed to complying with and expanding the protocols and mandates implemented by the City and State Governments, Health Department, CDC, and WHO as it pertains to gatherings. **It is our mission to open and operate in compliance with government mandates while not limiting guest occupancy to absolute numbers. Rather, compliance should be based on reasonable spatial adjustments, i.e. percentage of occupancy or square footage.**

BEST is comprised of Event Industry Professionals representing all aspects of events from an operational standpoint. Our members include Owners, General Managers, Directors of Food & Beverage, Catering, and Housekeeping along with Executive Chefs and Stewards from the top 30 venues and hotels in New York City. We have also consulted our valued Creative Partners including, but not limited to, those in the fields of audio visual and technology services, catering, design & décor, entertainment, event planning, parking, rentals, photography, and videography. Additionally, we have employed Professional Health Consultants to approve all procedures and protocols.

This is a living document and will change according to relevant guidelines. It is available to any venue that wishes to use it as a guide. All venues participating in BEST are committed to the procedures and protocols below.

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# Guest Experience

This is the process of taking guests from venue arrival through registration, coat check, utilizing the restroom, and departure.

## GUEST ARRIVAL TO VENUE

- Dedicated entrances and exits available to enter the building
  - Rope & stanchion to be utilized if only one entrance is available with proper spacing
- Doorways
  - Door to be propped open if a standard door or dedicated staff member to operate (unless it is a fire safety door)
  - Automatic doors if possible
  - If applicable, revolving doors to be placed in open position or a dedicated staff member to operate
- Dedicated staff to greet and direct
- Hand sanitizing stations available at entrance to building/venue
- Guests to wear face coverings on arrival aligned with current guidelines
- Signage reviewing recommended guidelines for handwashing, face coverings, social distancing, etc.
  - If applicable, markings on entrance to help guests navigate social distancing if lines are needed or created on entry

## CHECK-IN/REGISTRATION PROCESS

- Prior to Event
  - Client to send any name badges & materials to attendees beforehand
  - Arrival time will be staggered along with longer lead in time
  - Recommend qualified third-party companies for temperature check and other testing metrics as they become available
  - Elimination of the receiving line and non-essential greeters
  - Require an accurate guest list of each event to keep on file for **contact tracing**
- Check In & Registration
  - Recommendation to utilize a “Digital Check In” via mobile phone/tablet/QR code to minimize the dependence of traditional registration areas to assist **contact tracing** - guest contact information to be kept for at least 30 days after the event
  - Suggested multiple miniature kiosks for contactless, on-site registration and production of printed material (agendas, name badge, etc.). Client should be encouraged to utilize digital collateral versus printed materials

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- Promote to client to have PPE available to provide their guests (logo masks, hand sanitizer, mask pouch/holder). This needs to be spread out throughout the venue. Venue should have emergency PPE handy.
  - Venue's Responsibility in Registration Area
    - Registration Area Setup
      - Markers denoting social distance on floor
      - Check in tables have a barrier between guests and registration table if social distancing cannot be maintained
      - All event space doors propped open in line with FDNY rules/regulations
      - Rope and stanchion set up as path to dedicated in/out egress
      - Visible signs throughout entire event space reminding guests to adhere to adopted "social distancing guideline" and other best practices to ensure safety
    - Cleaning
      - Dedicated staff consistently wiping and disinfecting high touch areas during the event
      - PPE disposal stations throughout Front of House (FOH) and Back of House (BOH)
      - Cleaning protocol log enforced / posted checklist
    - Staff
      - Dedicated crowd control to ensure flow of traffic, even spread of guests throughout the room, and that social distance is maintained

## **COAT CHECK**

- Guests should be encouraged to limit what they need to check onsite prior to the event
- Stations & Attendants
  - If possible, multiple coat check stations to maintain social distancing
  - Separate entrance/departure flow for coat check station
  - Coat Check Attendants will wear face coverings, gloves, and be changing gloves throughout the duration of the event
  - Consistently disinfecting all high touch surfaces
  - Alert Manager on Duty (MOD) if guests display COVID-19 symptoms
  - If needed, PPE disposal station available at departure
- Recommended Process
  - Implement contactless and paperless coat checking system, by either utilizing iPad to be handled by attendant only or guest to take a photo of the ticket
  - Coat room, racks, hangers, and dividers (if applicable) to be sanitized at the end of every event

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## **ELEVATORS TO EVENT SPACE**

- Elevators
  - Pre-programmed elevators so no contact is needed on pushing buttons or masked dedicated elevator operators to take guests straight to event floor
  - Signage reminding guests of social distancing protocols during the event and safety measures being taken to protect them
  - Limit number of guests per elevator – depending on size of elevator
  - Floor markings in elevator to promote social distancing
  - Urge/recommend guests to wear a mask in the elevator
  - Elevator operators / security to monitor capacity
- Cleaning
  - Staff to disinfect high touch surfaces consistently throughout event
  - Elevators to be sanitized during off-peak hours (i.e. overnight)

## **STAIRS TO EVENT SPACE**

- Encourage guests to take stairs over elevator when possible
- Ensure social distancing walking up and down stairs with markings on floor
- Consistently disinfecting of handrails on consistent basis throughout event
- Dedicate one staircase for up and one staircase for down (divide staircase left/right per direction, if permitted by Fire Department)

## **RESTROOMS**

- Recommended Restroom Protocol
  - Use CDC recommended soap in dispensers
  - Disposable hand towels recommended (avoid use of hand dryers)
  - Suggested contactless features in the restrooms - automated flushers, soap dispensers, sinks, etc.
  - Monitor lines to restrooms and guests abiding by markings (signs to alternate available restrooms)
  - Propped Doors (if possible)
  - Guests should be advised to wear a mask to the restroom
  - Trash Receptacles are touchless
  - Signs displayed reminding guests to wash hands properly
  - Recommend adding free standing HEPA Filtration system if possible
- Cleaning
  - Restrooms should be cleaned and disinfected throughout event duration
  - Follow suggested guidelines (disinfecting vs. cleaning)
  - Disposable toilet seat covers recommended

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## GUEST DEPARTURE

- Rope and stanchion (marked to display social distancing spacing)
- Signs displayed to show exit alternatives, both staircases and elevators
- Guard to monitor elevator guest capacity
- If needed, PPE disposing stations available
- Continue to Monitor
  - Propped doors remain open
  - Cab stands, Uber pickups, valet waiting
  - If applicable, lock event rooms after they have been cleaned
  - Social distancing enforced at coat check
  - Plan and coordinate with client the departure time of guests

## PRIOR TO ARRIVAL – VENUE PREPARATION

- Social Distancing
  - Update floor plans using new capacity charts based on **reasonable spatial adjustments, i.e. percentage of occupancy or square footage**
  - Rearrange public space furniture to promote physical distancing
  - Review overall event traffic (to specific venue rooms), to maintain good flow and social distancing guidelines
- Cleanliness/Procedures
  - Ensure staff is wearing a freshly laundered uniform for each event and cleaning protocols are followed
  - Review exhibitor rules and regulations with creative partners
  - Recommended third-party vendors for clients to hire for temperature screening and health metric testing of guests
- New Equipment Recommendations
  - Event spaces - Fresh air flow (boost air circulation)
  - HVAC installation of MERV-13 filters
  - 50% airflow to be non-recirculated fresh air
  - Utilization of UV light on airflow or Ionized air system to sanitize air as it circulates back into the demised premise
  - PPE par stock maintained

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# Culinary/Food & Beverage Services

Meet and exceed standards of hospitality, including guest service practices and maintaining quality, variety, quantity, and service of food & beverages.

## OBJECTIVES

- Comply with State/City/Health Department safety and sanitation guidelines along with additional protocols based on best business practices
- Create client and guest trust and reassurance by presenting and serving food and beverage in the safest way possible
- Share our protocols with clients by both written and verbal communication so they understand and embrace the changes in service and menu style
- Staff will be trained and knowledgeable of all standard operating procedures for food and beverage service
- Offering menu selections that meet the new serving standards
- All items served in a responsible way where guests do not touch the same items
- Ensure there are enough pick up locations (bars, stations, buffets) to limit lines and enable social distancing

## COCKTAIL RECEPTION

- Bar Setup – Drinks only Served to Seated Guests who are Dining
- Back bar setup where all product (ice, glasses, beverage) is behind the bartender and the front bar is empty to create barrier
- All bartenders are behind protective shields
- Individual straws wrapped
- No snacks on bars unless they are individually wrapped
- Eliminate use of pitchers for juices, water, unless they have lids
- Bar fruit/garnishes/stirrers in enclosed containers and pre-skewered
- Glassware placed on the back-bar face down
- Bartenders to wear gloves
- Social distancing markers to be placed in front of each bar
- All guests to wear a face covering when standing
- Passing of Hors d'oeuvres & Beverages to seated guests only
  - Limited list of hors d'oeuvres selections to assist in kitchen social distancing
  - Every hors d'oeuvres to be served so the food itself does not need to be touched
  - Passing of beverages (covered) to ensure guests remain seated
- Buffet Stations
  - Elimination of self-served food
  - All stations with protective shields between guests and staff
  - All personnel must wear masks and gloves when appropriate
  - Flatware rolled up in napkins
  - Option of high-end disposables
  - All food must be labeled with dietary inclusions

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## PLATED EVENTS

- Overview
  - All staff to wear face coverings throughout the event
  - All staff to wear gloves when appropriate
  - Encourage use of plate coverings where possible
  - Menu items that have limited number of plating steps to eliminate kitchen crowding
  - Eliminate Family Style dishes
  - Recommended coffee service to table, servers to offer creamers and individually packaged sweeteners
- Transition into Dining Room
  - Coordinated entrance to maintain social distancing (allowing earlier access to be seated will help ease this transition)
  - Staff strategically positioned to direct guests into the room and their designated area or table with all doors open to avoid contact
  - Hand sanitizing station located in a general area prior for guests
  - Menu selections and dietary restriction notes made prior to arrival to limit tableside interaction
  - Guests remain seated while service is taking place
  - Designated service lead assigned to specific tables
- Table Setup
  - Additional signage displayed to educate guests of new protocols
  - Physical distancing based on guidelines for seating capacities & floor plans
  - Recommended hand sanitizer packs/bottles at tables. Client to provide
  - Silverware rolled in napkin and eliminate napkin re-folding
  - Glassware placed upside down or use Stancap
  - Bread will be served tableside or incorporated into first course. Eliminate open butter.
  - Salt and pepper on request
  - Wine should be served by staff to avoid extra handling
  - If water is pre-poured, use disposable beverage lids

## SOCIAL EVENTS

- Event Start Time/Invitation
  - Pass pre-poured non-alcoholic drinks with lids
  - Have doors open to the ceremony, if possible, for additional space
  - Larger and staffed escort/place card table when possible and/or board, duplicated where possible
  - Any ceremony items are set on chairs and/or table
- Ceremony
  - Ample distance of chairs per guidelines for seating - set in twos or families as relevant
  - Staff to direct via multiple access points if possible
- Dinner & Dancing
  - Dinner Service to follow Plated Dinner guidelines as listed above
  - Celebratory cake displays to be socially distanced
  - Entertainment is currently permitted with proper social distancing
  - Dancing is not permitted (when permitted, dancing will follow future protocols)



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## CONFERENCE

- Event Start Time
  - Staff wearing appropriate PPE
  - Coordinated entrance timing to maintain social distancing
- Meeting Room Set-up
  - All Setups in accordance with relevant guidelines
  - Coordinated entrance timing to maintain social distancing
  - Staff strategically positioned to direct with all doors open to avoid contact
  - Hand sanitizing stations for guests located in general areas
  - Suggested individual packaged hand/phone sanitizers
  - Bottled Water at each conference seat
  - Venue to provide single use pads, pens, blotters, mints, etc.
  - Presentations can be live streamed to multiple rooms to promote social distancing (Hub and Spoke Method)
- Food & Beverage
  - All stationary food & beverage items served by staff behind barriers
  - Encourage use of plate coverings for all served meals
  - Menu engineering to accommodate grab and go/bento box type meals that are pre-plated, wrapped, and individually packaged
  - If possible, announcements made to ask guests to self-stagger at more break stations
  - More waste receptacles in spaces to discard trash
  - All chilled beverage in individual bottles/cans wherever possible
  - Promote use of disposables
  - Glasses or ice manned by servers

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# Sanitization & Cleaning

Protocol for the front and back of house. Implement a full training for all staff prior to reopening.

## OBJECTIVES

- Continuing to ensure the health and safety of team members, guests, and vendors by implementation of a thorough sanitization and cleaning protocol that aims to eliminate the presence of COVID-19 and other food safety related pathogens in our facilities

## EMPLOYEE HEALTH

- Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [38° C] or greater using an oral thermometer or calibrated infrared thermometer specific to reading body temperature), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)
- Employees who have symptoms of acute, infectious diarrhea, amebiasis, cholera, cryptosporidiosis, diphtheria, E. coli O157:H7, E. coli O126, shiga-toxin producing E. coli (STEC), or other pathogenic forms of E. coli, giardiasis, hepatitis A, poliomyelitis, salmonellosis, shigellosis, streptococcal sore throat (including scarlet fever), superficial staphylococcal infection, tuberculosis, typhoid, or yersiniosis and is not a carrier of organisms causing the above conditions or other diseases should not be permitted to work
- Employees should notify their supervisor and stay home if they are sick or showing any signs of illness including, but not limited to, those listed above
- Ensure staff sick leave policies are flexible and consistent with current public health guidance
- Vendors that provide your business with contract or temporary employees must educate their staff about the importance of sick employees staying home and encourage them to develop non-punitive leave policies
- Per the State of New York, implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for all visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented by HR or Management
- Temperature taking policies must be compliant with EEOC (Equal Employment Opportunities Commission), HIPAA, and the ADA (Americans with Disabilities Act).
  - Employees should be informed in advance of the employer's plan to take temperatures.
  - Employees are encouraged to take their own temperature prior to reporting to work, as well as self-reporting other CDC reported symptoms of COVID-19 (as temperatures are not always present in COVID-19 cases) or have passed the test that is in place at the time
  - Temperatures should be taken universally and indiscriminately, to ensure no employee feels targeted. This includes all Managers, Human Resources personnel, and the employees themselves
  - The least invasive method for taking temperatures possible should be used on the forehead or temple, oximeter can also be used if properly disinfected between uses

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- Employers should be aware that employees who are sent home may be entitled to paid leave under the FFCRA, state or local law. Please consult those laws for specifics.
  - Employees are required to self-monitor, even if temperature taking is conducted at the workspace
  - See this [CDC guide](#) for more info on COVID-19
  - Employers shall notify any well employees who may have had contact with an employee who was diagnosed with COVID-19, including contact with that person up to 48 hours before that person became symptomatic
    - Do not disclose any names; maintain confidentiality for the person who has contracted COVID-19
  - The requirement for employees who were diagnosed with COVID-19 and now have recovered and want to return to work:
    - Current guidance [linked here](#)
    - Recommended to have A and B teams amongst management and line staff so that they are working the same shifts as much as possible

#### **PHYSICAL DISTANCING**

- Workspaces
  - All work and storage areas shall have unobstructed aisles and working spaces of sufficient width to permit employees to perform their duties readily and without contaminating food or food-contact surfaces
  - Staff to adhere to relevant guidelines of social distancing
  - Create stations or lanes for service & food pick up during service times
  - When crossing paths without PPE, staff encouraged to turn backs to each other
  - All vendors must sign a form agreeing to adhere to these physical distancing guidelines
  - All deliveries must follow protocol
  - Non-essential personnel shall not be allowed in the food preparation, food storage, or ware washing & sanitation areas

#### **PHYSICAL HYGIENE AND PERSONAL PROTECTION EQUIPMENT (PPE)**

- Safety Supervisor to monitor compliance
- Clothing
  - All workers including vendors shall wear clean uniforms when starting work
  - Dressing and locker areas shall not be in food preparation, storage or ware washing areas
  - Regular sanitation and cleaning standard operating procedures to include dressing and locker areas
  - In-house laundry to be cleaned in accordance with relevant guidelines
- Hand Washing
  - Food workers and other employees shall wash hands and exposed areas of arms thoroughly with soap and water before starting work and as often as necessary that might lead to contamination
  - Hand washing shall be thorough, include 20 seconds of lathering rubbing, include the palms, backs and fronts of fingers, thumbs, under nails, and wrists

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- Thereafter, hands shall be washed thoroughly after using the toilet, smoking, or using electronic cigarettes, sneezing, coughing, eating, drinking or when otherwise soiling hands before returning to work
  - Employees and vendors to wash hands upon entering facilities
  - Posters and information guidelines are posted in designated locations
  - Soap or detergent, single use disposable towels or mechanical drying devices, and a trash receptacle shall be provided. Trash receptacles with no-touch lids are recommended.
  - Chef Coats and Aprons
    - Clean chef coats and/or aprons are always to be worn by all kitchen staff
    - Aprons to be worn by sanitation staff
    - Aprons to be changed as needed
  - Gloves
    - Gloves to be worn when appropriate
    - Change gloves after sanitizing contact surfaces
    - Wash hands between each glove change
    - Please note that wearing gloves does not replace hand washing
  - Face Coverings
    - Approved face coverings to be worn when social distancing cannot be maintained in the facilities (including upon arrival)
    - Employees will sign in at designated entrances to receive face protection gear / mask
    - If disposable, face masks are a one-time per shift use and to be disposed of in proper waste bins

### **CONTACT SURFACES AND SANITATION PROCEDURES**

Adequate space shall be provided for conduct of operations and to enable thorough, regular cleaning, maintenance, and inspection of all areas of an establishment, including but not limited to those used for food preparation, ware washing, storage, dining, and garbage and waste holding and disposal

- Non-Food Contact Surfaces
  - Floors, walls, ceilings, and other non-food contact surfaces shall be kept free of accumulations of dust, dirt, food residue, grease, and other debris and shall be cleaned regularly to prevent such accumulations
- Food Contact Surfaces
  - Food contact surfaces, including food contact surfaces on equipment, and utensils shall be clean to sight and touch and shall be kept free of dust, dirt, food residues, grease deposits, and other contaminants.
  - Equipment must be disassembled for the purpose of cleaning unless specifically constructed to enable cleaning in place
- High Contact Surfaces
  - Handrails, elevator buttons, door handles, light switches, tables, chairs, trash receptacles, cabinet handles, sink faucets, etc. will be disinfected according to the frequency of its use and / or the volume of traffic

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- Cleaning Products
    - Disposable paper towels and a spray bottle of one of the following:
      - Bleach and most sodium hypochlorite sanitizers (maintain 100ppm or greater for surface cleaning)
      - Containing 60% or more isopropyl alcohol
      - [Antiviral sanitizer](#)
    - Be sure that the disinfectant stays on the surface for at least 30 seconds
  - Non-Active Days
    - All appropriate procedures shall be followed during non-active days, including but not limited to, client event menu tastings, recipe testing, load-in, load-out, cleaning, maintenance, or other activities
  - Dishwashing and Ware-washing
    - All vessels should be cleaned according to DOH Standards
    - All glass & disposable vessels to be stored upside down
    - All vessels to be wrapped after proper sanitation
  - Waste
    - Garbage and wastes shall be stored, handled, and disposed of in a manner that protects food and food-contact surfaces from contamination
    - Prior to street placement and pickup, garbage and wastes being stored for removal shall be placed in easily cleanable, watertight container to avoid cross contamination
    - Cardboard to be broken down as soon as possible and removed to be recycled

## DEFINITIONS

- Cleaning
  - Removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Sanitizing
  - Reduces or inactivates the number of bacteria or viruses on surfaces or objects to a safe level, as judged by public health standards or requirements.
  - Sanitizing needs at least 1 hour to occur.
- Disinfecting
  - Kills germs on surfaces or objects with the use of chemicals. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning it, it can further lower the risk of spreading infection
  - Disinfecting needs at least 30 seconds to occur

## EMPLOYEE RELATIONS

- Work with all relevant organizations including Trade Unions where needed to develop best practices for all employees to feel safe at work
- Training
  - Staff to re-train on how to approach and address clients and guests
  - All staff to wear appropriate PPE equipment
  - Staff pre-shift safety review conducted

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- Managers to conduct self-assessments of their work areas for each shift to ensure all criteria is met
  - Training on recognizing potential COVID-19 symptoms and reporting process to management
  - All staff trained in usage of PPE Equipment (usage/disposal)
  - How employees report guests or staff member showing symptoms
  - Dedicated “safe area” for guest awaiting medical treatment
  - Employee Dining
    - To follow all protocols in place set by the venue
    - Recommended individual packaged meals, hot and cold grab-n-go
    - Wrapped disposable flatware-napkins

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# Creative Partners

Protocols for Creative Partners who are participating in event production and execution including but not limited to audio visual and technology services, caterers, design & décor, entertainment, event planners, parking, rentals, photography, and videography.

## OBJECTIVES

- Comply with State/City/Health Department safety and sanitation guidelines along with additional protocols based on best business practices
- Create client and guest trust and reassurance by following safety guidelines
- Establish safety as the primary concern while not limiting creativity or flexibility in presentation
- Creative Partners will train their staff on all procedures to ensure guests and employee safety

## ALL CREATIVE PARTNERS

- Contact list of anyone entering the premise provided to management prior to start of shift for **contact tracing or contract tracing app to be used**
- Vendors are encouraged to remain onsite for the duration of their setup time
- All staff or contracted parties are to sign a health form (see Appendix) at the start of each shift that signifies that they believe they are currently healthy
- Temperatures are to be taken prior to the start of any employee's shift by their respective management before they enter the premise
- If staff does not have a fever, or has passed the test that is in place at the time, they shall receive a physical marker such as a wristband to show they have successfully checked in
- Creative Partners to each provide a designated compliance officers at load in, set-up, and breakdown to oversee their staff and contractors to ensure rules are followed
- Staff will sign in at a designated entrance to confirm receipt of their approved PPE which will be provided by the Creative Partner for their staff and contracted partners.
- Hand sanitizer to be readily available for use during shifts
- Face coverings will be worn by staff during load in, set-up, and breakdown when social distancing guidelines cannot be kept
- Staggered load-in and load-out times for every Creative Partner
- Delivery vehicles will be thoroughly cleaned prior to loading the vehicle for event
- Crew meals to follow venue protocol and any eating on site, other than venue provided meals, to occur in designated areas and follow venue protocol for timing, cleaning, and distancing

## AUDIO VISUAL AND TECHNOLOGY SERVICES

- High-touch surfaces such as, speaker podiums, microphones, microphone stands, handrails, etc., will be disinfected frequently during the event
- Stage layouts will be designed to maximize physical distancing for all necessary staff, speakers, entertainers, and guests that may occupy the stage at any given time.
- Timelines for presentations/performances will be designed to accommodate additional time for disinfecting of handrails, podiums, microphones, etc.
- Proper etiquette for entrance, egress, and interaction with any necessary equipment or staff on stage will be communicated to host

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## CATERERS

- Caterer to be responsible for vetting the source of any products that are outsourced to ensure outside products are following relevant guidelines
- For off-site events or kitchens not on employer premises:
  - Communicate required standards of cleanliness and sanitation to contractual partners
  - Establish arrival / pre-event procedures to include cleanliness and sanitation assessment, as well as sanitation of food contact surfaces prior to the start of event
- Once on-site, venue will provide a designated area for employees to change into uniform
- Food containers, equipment, & vehicles are sanitized before and after each use with FDA approved food-safe products
- Venue load-in to be conducted by pre-designated receiving staff & the exterior of each item (proofing cabinets, coolers, containers) to be thoroughly disinfected upon entry into the venue
- All food favors to be pre-packed or served covered

## DESIGN & DECOR

- Work in a designated area(s)
- All breaks for event designers and their contracted partners will be on site in a designated area

## ENTERTAINMENT

- Staff will have earlier call times prior to event/performance in case replacements are necessary
- When possible, staff will eat at venue or from pre-packaged meals
- When not performing, talent shall stay in their green rooms or designated area
- All high-touch equipment to be wiped down prior to event start as well as throughout the event
- When allowed, encourage dance floor to be marked according to social distance guidelines

## PARKING

- Self-Parking: Preferred method
- Valet Parking: Available method
- Valet company must have own “employee wellness protocol” in place
  - Valet attendants required to wear mask and gloves
  - Valet equipped with hand sanitizer and disinfectant wipes and required to wipe down steering wheel, seat, keys, and door handles upon collection and retrieval of vehicle

## PHOTOGRAPHERS AND VIDEOGRAPHERS

- Upon arrival to venue, if appropriate, staff will change clothes
- Disinfect cameras, light stands and place equipment in designated area

## RENTALS

- Appropriate cleaning, sanitizing, disinfecting of all products prior to delivery to the venue
- Pick-ups will be done in trucks sanitized prior to leaving the warehouse

### Disclaimer

*The Banquet Event Strategic Taskforce is a voluntary committee whose recommendations are intended to complement existing federal, state, and local guidance or regulations concerning cleaning and sanitation, personal hygiene, social distancing, and health monitoring. It is meant to be used in conjunction with the FDA Food Code requirements and all guidance the CDC, FDA, and state and local health officials may require as states or local jurisdictions begin to re-open their economies. The Banquet Event Strategic Taskforce does not constitute medical or legal advice and makes no claims that following this guidance will prevent the transmission of COVID-19 or any other infectious disease.*



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# Health Certification Form

1. Within the *last fourteen days*, have you been directed by a health official to self-quarantine as a result of a positive COVID-19 test?  
YES [  ] NO [  ]
2. Are you *currently* experiencing any symptoms associated with COVID-19?  
YES [  ] NO [  ]
3. Within the *last fourteen days*, have you experienced any symptoms associated with COVID-19?  
YES [  ] NO [  ]
4. Within the *last fourteen days*, have you been exposed to someone who has either tested positive for COVID-19 or experienced symptoms associated with COVID-19?  
YES [  ] NO [  ]
5. Have you traveled to a location identified by the CDC as a Level 3 risk area, or an area where state or local public health officials recommend that visitors self-quarantine after visiting?  
YES [  ] NO [  ]

This Health Certification Form and the inquiries contained herein have been directed to all employees of \_\_\_\_\_ who are expected to engage in direct contact with other employees, vendors and clients.

I understand that by signing below, I attest to the truthfulness of each response contained within this Health Certification Form. I understand that employer is relying upon these responses to help maintain the safety and overall well-being of its employees and clients. I have issued the foregoing responses to the best of my knowledge and understand that there may be legal consequences if any of the foregoing responses are willfully false. This Health Certification Form is intended to remain confidential pursuant to any applicable law/codes and shall be used for the sole purpose of maintaining the safety and overall well-being of all employees and clients.

DATED: \_\_\_\_\_

Signature \_\_\_\_\_

NAME: \_\_\_\_\_