



## New Jersey Restaurant and Hospitality Association's

### **"Safe Celebrations" Re-Opening Guidelines**

NJRHA and various venues throughout New Jersey have teamed up to develop a reopen plan specifically for catering and special private event venues in NJ. This is in response to Governor Murphy's ask of NJRHA to define what reopening looks like for the restaurant and hospitality industry during and exiting Covid-19. These guidelines were created to ensure both the health and safety of guests and staff while allowing venues to reopen for business.

The guidelines will be broken up by the following parts:

1. Summary
2. Staff Safety Guidelines
3. Vendor Safety Guidelines
4. Guest Safety Guidelines

#### **SUMMARY:**

1. Industry Category: Restaurant/Hospitality
2. Name of Industry/Type of Business: Venues/Catering (on-premise)
  - Venues/Catering (on-premise) – multiple servers, guest's order taken at table, food brought to guests, used dishes and utensils are removed from table, hot and cold stations during cocktail hour, bar stations, "dance" floor space.
3. Duration of Recommended Limitations: These limitations are for 30 days and they shall expire unless reissued affirmatively at the end of that time. If reissued they should be reviewed no less than every 14 days from that date until they are no longer required.

#### **STAFF SAEFTY GUIDELINES:**

1. All employees will have their temperature taken at the beginning of their shift.
  - Anyone displaying a temperature over 100.0°F will not be allowed entry to the property and will be directed towards appropriate medical care.
  - A log will be kept for each day and verification that each employee was deemed safe to stay.



2. Employees will be reminded not to touch their faces and to practice physical distancing by standing at least six feet away from guests and other employees whenever possible.
3. Employees will be instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20-seconds) and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering a room, going on break and before or after starting a shift.
4. All guest facing staff members will wear masks while handling food and will be required to wear masks throughout the venue.

#### **VENDOR SAFETY GUIDELINES:**

1. All vendors will be required to pass a temperature and health check upon arrival to ensure they are healthy.

#### **GUEST SAFETY GUIDELINES:**

1. Prior to an event, a complete guest list and seating assignment will be requested from clients.
2. Clients will have the ability to reduce number of guests seated at each table.
3. Tables will be spread out for appropriate physical distancing where possible.
4. The outside property of the venue will be expanded by tenting where possible to provide additional seating.
5. Upon an event, guests will have option to either self-park or Valet.
  1. Valet will be required to wear gloves and masks.
  2. Valet will be provided with hand sanitizer and will be required to wipe down steering wheel and door handles.
6. Hand sanitizer dispensers, based on supply, will be placed at all entrances and contact areas such as reception areas, bars, restrooms, and meeting spaces, whenever possible.
7. Door handles and surfaces will be constantly sanitized and sterilized.



8. During cocktail hour, hot stations will be manned by employees to serve food to guests, cold stations will offer a basket with disposable serving pieces allowing guests to choose a new fork, spoon, etc., and all passed items will be able to be picked up via skewer or individual plate.
9. During dinner/main event, tableside bar service will be available to alleviate congregation of guests at the bars.
10. During dinner/main event, sanitizer will be available at the bars.
11. Bathroom attendants will have specific cleaning logs.
12. Additional cleaning staff will be hired for the lobby and bathrooms.

### **GUIDELINES FOR VENUE TOURS**

1. All sales processes to start in a controlled environment.
2. All appointments are to be scheduled with new clients on an hourly basis.
3. No more than 6 people to attend an appointment.
4. Clients will be met in an open space, such as a ballroom or cocktail room instead of a confined office space.
5. All participants in sales meetings to practice appropriate physical distancing.