



New Jersey Restaurant and Hospitality Association's **“Safe Celebration” Reopen 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 at venues while allowing these private venues to reopen for business.

The guidelines will be broken up by the following parts:

- Summary
- Staff Safety Guidelines
- Vendor Safety Guidelines
- 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 the table, food brought to guests, used dishes and utensils are removed from the 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 SAFETY 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. Signage will be posted throughout the property, reminding employees of proper handwashing techniques, the appropriate way to wear, handle and dispose of masks; the use of gloves (in positions deemed appropriate by the CDC and FDA); and to avoid touching their faces.
3. 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.
4. All employees will be trained – with internal documentation on the type of training and the date of training - on the importance of frequent handwashing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instruction.
5. 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.

6. All staff members will wear masks and gloves while handling food and will be required to wear masks and gloves throughout the venue.
7. All employees are required to report any fever or illness to their supervisor.
8. Any sick employees are prohibited from the workplace and may only return after the employee self-isolates for seven days from the onset of symptoms and be symptom-free for three days without medication (as per CDC guidelines).

VENDOR SAFETY GUIDELINES:

1. All vendors will be required to pass a temperature and health check upon arrival to ensure they are healthy.
2. All vendors who are entering the premises for deliveries of supplies, before events, will be required to wear masks.

GUEST SAFETY GUIDELINES:

1. Before an event, a complete guest list and seating assignment will be requested from clients.
2. Prior to an event, signage will be posted when entering the venue regarding guest safety. Additionally, for the peace of mind, all guests, a one-page sheet will be made available listing safety precautions being undertaken by the venue to keep guests safe and healthy.
3. Clients will have the ability to reduce the number of guests seated at each table.
4. Tables will be spread out for appropriate physical distancing where possible.
5. All tables and chairs will be wiped down and sanitized before and after each event.
6. Upon an event, guests will have the option to either self-park or Valet.
 - Valet will be required to wear gloves and masks.
 - Valet will be provided with hand sanitizer and/or sanitizing wipes and will be required to wipe down the steering wheel and door handles.
7. 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.
8. Before, during, and after each event, staff members will clean and sanitize all doorknobs, banisters, railings, and high touch areas by guests and staff. Door knobs and railings, specifically in high traffic areas, will be cleaned and sanitized each hour during an event.
9. 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.
10. During dinner/main event, tableside bar service will be available to alleviate the congregation of guests at the bars.
11. During dinner/main event, hand sanitizer will be available at the bars.
12. Bathroom attendants will have specific cleaning logs.
13. Additional cleaning staff will be hired for the lobby and bathrooms.
14. If applicable, elevator buttons and panels will be sanitized on a regular interval throughout an event.
15. All table linens, napkins, et al., and laundry will be washed at a high temperature and in accordance with the CDC guidelines.



16. Guidelines for venue tours:

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