



## SAFETY PROTOCOLS AND BEST PRACTICES DURING COVID-19

Remind invited guests to stay home if they have been exposed to COVID-19 in the last 14 days or are showing [symptoms](#). Anyone who has had [close contact](#) with a person who has COVID-19 should also stay home. Invited guests who live with those at higher risk should also consider the potential risk to their loved ones.

### Social Distancing

- Arrange tables and chairs to allow for social distancing. People from the same household can be in groups together and don't need to be 6 feet apart – just 6 feet away from other families/groups.
- When guests arrive, minimize gestures that promote close contact. For example, don't shake hands, do elbow bumps, or give hugs. Instead wave and verbally greet them.

### Wear masks

- Wear [masks](#) when less than 6 feet apart from people who are not part of your group.
- Consider providing masks for guests or asking them to bring their own.

### Clean hands often

- Consider providing hand sanitizer around party area.
- [Wash your hands](#) for at least 20 seconds when entering and exiting social gatherings. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

- Make sure there is adequate soap or hand sanitizer containing at least 60% alcohol available in the restrooms and encourage guests not to form a line at the door. Consider also providing cleaning supplies that allow guests to wipe down surfaces before they leave.
- Remind guests to wash their hands before serving or eating food.
- Use single-use hand towels or paper towels for drying hands so guests do not share a towel.

### **Limit the number of people handling or serving food**

- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen.
- Identify one person to serve sharable items, like salad dressings, food platters, and condiments, so that multiple people are not handling the items.
- Bar set up: glasses should be presented upside down on bar and bar fruit to be in containers with lids. Bartenders to supply cocktail napkins.
- Bartenders to wear mask and gloves.
- Passed hors d'oeuvres should be presented on separate individual plates, on spoons or in containers to minimize contact.

### **Limit contact with commonly touched surfaces or shared items**

- Use touchless garbage cans or pails.
- [Clean and disinfect](#) commonly touched surfaces and any shared items between use when feasible.

### **Guidelines for event staff**

- All event staff should be well-versed in CDC Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>
- All event staff to wear masks and gloves during set up and during the event.
- Staff should have hand-washing station.
- Staff coats should be placed in dry cleaning bags and provide clear bags for their belongings.