



## COVID-19 PREPAREDNESS PLAN

The Hutton House is committed to providing a safe and healthy workplace for all our team members, vendors, clients, and guests. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All team members are responsible for implementing and complying with all aspects of this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our establishment and communities, and that requires full cooperation among our team members, vendors, clients and guests. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our venue.

The COVID-19 Preparedness Plan is administered by the Director of Operations, who maintains the overall authority and responsibility for the plan. However, all team members are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this plan. The Hutton House's team members have our full support in enforcing the provisions of this plan.

Our team members are our most important assets and we are serious about protecting their safety and health. Team involvement has been essential in developing and implementing a successful COVID-19 Preparedness Plan. Our team members have been trained on all aspects of this plan and we continue to provide on-going training as our guidelines, protocols and practices continue to evolve. We have an open-door policy with our team members, encouraging them to provide feedback and suggestions on better practices that we can implement as we continue to evaluate and adapt to new guidelines provided by the state.

The Hutton House's COVID-19 Preparedness Plan follows the industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota's Occupational Safety and Health Administration (Minnesota OSHA) statutes, rules, and standards, and Minnesota's relevant and current executive orders, and addresses:

1. Ensuring sick team members stay home and prompt identification and isolation of sick persons
2. Social distancing
3. Team member hygiene and source controls
4. Workplace building and ventilation protocol
5. Building cleaning and disinfection protocol
6. Drop-off, pick-up and delivery practices and protocol
7. Communications, training practices and protocol

### 1. SCREENING AND POLICIES FOR TEAM MEMBERS EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Team members have been informed and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess team members' health status prior to entering the workplace and for team members to report when they are sick or experiencing symptoms.

- We trust our team members to use good judgement and not come to work when they are sick
- Communication has been sent encouraging team members to stay home when sick
- All team members will be required to conduct an employee health screening checklist at the start of their scheduled shift
  - If symptoms develop prior to their scheduled shift or while at work, team members must contact the Director of Operations immediately and will be asked to stay home or sent home. If they cannot be sent home immediately, the team member will isolate in a closed room until they can be sent home.
- Team members are required to stay home from work and encouraged to self-quarantine for 14 or more days if they have been exposed to someone diagnosed with COVID-19, are experiencing symptoms of COVID-19, or have been diagnosed with COVID-19
- Team members are required to follow the MDH Guidance and the following procedures before returning to work.

- Notify Director of Operations when symptoms start or exposed to someone diagnosed with COVID-19
- Stay home for 14 days
- Team member may return to work after 14 days if does not develop symptoms or no longer has symptoms

The Hutton House has implemented leave policies that promote team members staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The Hutton House will be following the Families First Coronavirus Response Act, which requires us to provide our team members with paid sick leave and expanded family medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31<sup>st</sup>, 2020. The FFCRA information has been shared with the team members and posted on the premises.

Accommodations for team members with underlying medical conditions or who have household members with underlying health conditions have been implemented as stated above.

The Hutton House has also implemented a policy for informing team members if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of team members' health status and health information. The Director of Operations will maintain communication with and gather information from team members who may be ill, as to ensure the privacy of the team member is maintained.

## 2. SOCIAL DISTANCING

Social distancing of at least 6 feet will be implemented and maintained between team members, vendors, and guests through the following engineering and administrative controls:

- Operating at the current capacity requirements per state guidance
- 6 feet between team members, vendors and guests are encouraged, with signage located throughout the venue
- Sneeze guards are installed at all bars to ensure adequate distance is maintained between team members and guests
- Spacing in workstations have been adjusted to help maintain 6 feet between team members
- Seated tables will be set at 6 feet apart from other tables, bars and stations
- Seating capacity for each table is 4 guests per table, or 6 guests per table if part of one family unit
- Entertainment is permitted but must maintain 6 feet of social distancing during performance
- Dancing is permitted and client must follow the venue dance floor spacing guidelines based on current capacity requirements per state guidance
- Ceremony layouts will adhere to current capacity and spacing requirements per state guidance
- Singing is permitted to one person, must be set a minimum of 12 feet apart from guests and a mask must be worn during performance
- Processionals, recessionals, and wedding party ceremony positions should only be done in a manner that maintains at least 6 feet of distance between people from different households
- Masks are required to be worn by all vendors and staff during setup, during event service and teardown
- Guests are encouraged to wear face masks

## 3. HYGIENE AND SOURCE CONTROLS

Basic infection prevention measures are being implemented at our venue at all times. The following steps have been taken to ensure all persons adhere to the current guidelines and practices:

- "Hand-washing" and "cover your cough" signage is posted throughout the venue
- All team members and vendor staff are required to wash or sanitize their hands immediately upon entering the venue, frequently throughout their shift, before and after breaks, and after using the restroom
- Touchless soap dispensers have been installed in all restrooms
- All team members have hand sanitizer readily available at their workstation
- All bartender staff and vendor staff are required to wear a face mask at all times
- All food service staffing is required to wear face masks and gloves at all times
- Community water fountain is no longer available for use
- All guests will have access to hand-sanitizer dispensers (that use a sanitizer greater than 60% alcohol) that are located at entrance and throughout the venue
- Hands free devices such as trash cans, foot door pulls, soap and paper towel dispensers have been installed throughout the venue
- Respiratory etiquette will be demonstrated on signage throughout the venue
- Tissues and trash cans will be available for all persons in the venue

- Team members have been instructed to cover their mouth and nose with their arm or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, eyes, with their hands. Tissues will be disposed of in the trash and hand washing or sanitizing must immediately follow afterward.
- Training and reminders will be provided to team members on respiratory etiquette and other COVID-19 related hygiene updates

#### 4. WORKPLACE BUILDING AND VENTILATION PROTOCOL

In the reopening of the venue, we have taken steps to ensure we are aligned with the necessary guidelines for sanitation, assessment and maintenance of building systems including, water, plumbing, electrical and HVAC systems, as well as potential issues associated with vermin, molds, and mildews. We have consulted with professional service providers to assess the status and capacities of the utility systems within the building and the following actions have taken prior to re-opening.

- HVAC air filters have been replaced prior to re-occupancy
- HVAC systems have run on full economizer
- We have increased the outdoor air-percentage to increase dilution of contaminants
- We have consulted with an HVAC professional to ensure a proper ventilation plan is determined for future maintenance
- We have consulted with a professional pest control service provider to inspect the venue for indications of pest and vermin infestations during the COVID-19 business closure

The following protocols will continue to be followed to ensure we adhere to building and ventilation guidelines.

- We will maintain relative humidity levels of RH 40-60%
- We will keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air
- Ensure we are properly maintaining all building systems by consulting with professional service providers regularly and participate on routine maintenance plans
- Added a flush cycle to the controls of the HVAC system, and run before and after occupancy
- Check and rebalance the HVAC system to provide negative air pressure when possible
- Supplement ventilation system with the use of portable HEPA filter units whenever possible
- We will continue to maintain a pest control plan from a professional service provider to mitigate any future potential infestations

We have taken steps to ensure the maximum amount of fresh air is being brought into the event space, kitchen and guest areas. The following practices have been implemented to minimize air flow blowing across people and limit recirculating air.

- Windows with screens will be set open so fresh air can circulate throughout the upstairs areas weather permitting
- Sliding glass doors will be open during event service to circulate fresh air throughout the lower level event space weather permitting
- Front entrance and side loading doors will be propped open weather permitting

#### 5. WORKPLACE CLEANING AND DISINFECTION PROTOCOL

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, and areas throughout the venue, including but not limited to, kitchen, bar stations, restrooms, suites, lounge, storage rooms and offices. Frequent cleaning and disinfecting are being conducted of high-touch areas including, but not limited to, phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, delivery equipment, etc. The following steps have been taken to ensure these cleaning practices happen regularly throughout the workday, pre-event setup, during event service and following each event.

- Each team member has access to sanitizing wipes and/or spray and is encouraged to routinely clean and disinfect their workstations
- Venue managers will have a frequent cleaning schedule they will perform during events to sanitize and disinfect high-touch areas, to include door handles, countertops and railings
- Restroom surfaces will be cleaned and sanitized more frequently during event
- Our cleaning company has implemented a strict cleaning routine which includes wiping down all surfaces to include tables and chairs after each event
- Our cleaning and event setup providers will follow the same hygiene and social distancing guidelines and are required to wear a face mask and gloves when performing services
- In the event a team member becomes sick with COVID-19, the entire venue will be decontaminated following CDC protocol, doors and windows will be opened up to increase circulation of fresh air. Cleaning and disinfection will occur after 24 hours after the above steps have been taken

Appropriate and effective CDC approved cleaning and disinfectant supplies have been purchased and are being used in accordance with product labels, safety data sheets and manufacturer specifications. All cleaning and disinfectant supplies are being used with required personal protective equipment for the product. Cleaning products will be used to clean and sanitize all surfaces and workspaces. All team members, event setup crew and cleaning providers have been trained on proper cleaning protocols and participate in on-going training as cleaning guidelines evolve.

## 6. DROP-OFF, PICK-UP AND DELIVERY PRACTICES AND PROTOCOL

The following practices and protocols have been implemented to limit contact when receiving deliveries.

- All deliveries and pick-ups must be pre-arranged with a team member
- All deliveries must be received through side loading doors only
- Team member will prop open door to ensure contactless exchange
- Team member must maintain a minimum of a 6-foot distance while receiving or exchanging deliveries

## 7. COMMUNICATIONS AND TRAINING PRACTICES AND PROTOCOL

This COVID-19 Preparedness Plan was communicated electronically through email to all team members and necessary training was provided. Additional communication and training will be ongoing via email, electronic meeting, or in person when applicable and provided to all team members.

Protocols and practices will be communicated to all vendors, independent contractors, subcontractors, outside technicians, and guests including but not limited to: 1) Social distancing protocols and practices; 2) Drop-off, pick-up, 3) Practices for hygiene and respiratory etiquette; 4) Recommendations or requirements regarding the use of masks or face-coverings. All persons will also be advised through electronic communication and posted signage not to enter the venue if they are experiencing symptoms or have contracted COVID-19.

The Hutton House has posted signage throughout the venue to encourage clients and guests to do the following safe practices to minimize the transmission.

- All persons who do not feel well, have any symptoms compatible with COVID-19, or have a household member experiencing symptoms compatible with COVID-10 should stay home
- Review posted screening questions and/or conduct a self-check of body temperature prior to entering the venue
- Regularly wash and/or sanitize hands
- Wear face covering or mask
- Maintain 6 feet of distance from other people
- Comply with all policies and practices as related to social distancing and hygiene

Managers and team members are expected to monitor how effective the program has been implemented. The venue has implemented a Preparedness Plan log that will be completed at the end of each event to evaluate the effectiveness of the plan and identify successes, challenges, and deficiencies. All management and team members are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary.

## 8. VENDOR REQUIREMENTS

- A COVID-19 Preparedness Plan is required to be provided and approved by The Hutton House prior to working in the venue
- A copy of COVID-19 Preparedness Plan must be with vendor when working on-site at the venue
- All vendors must wear a mask at all times
- All vendors must conduct a self-health screening checklist when arriving at the venue
- Vendors are permitted to load in and out through the side doors prior to catering arrival
- The Day of Coordinator is responsible for communicating this to all vendors and scheduling vendor arrivals and pickups accordingly
- Vendors may arrive after catering and are only permitted to load in and out of Front Entrance and the single door on the Lakeside Room
- Upon arrival vendors must check in with the Day of Coordinator to confirm what entrance they are permitted to load in or out of depending on the vendor arrival time
- Vendors are not permitted in the back hallway during catering setup, event service or cleanup
- Vendors are not permitted behind bars or in the kitchen at any time
- For any food and beverage breaks, vendors must coordinate with the venue manager on an approved location
- If the vendor is seated during dinner service, the Day of Coordinator must provide the table assignment information
- All vendors will follow the hygiene and social distancing protocols as outlined above

## 9. BARTENDING & FOOD SERVICE REQUIREMENTS

The Hutton House exclusively partners with Liquid Motion, a vendor who provides our bartending service. In addition, the venue does permit on-site catering service. The client can hire one of venue's preferred catering and dessert partners or an outside catering and dessert service. All food and bar staff must comply with the following guidelines in order to work in the venue:

- A COVID-19 Preparedness Plan is required to be provided and approved by The Hutton House prior to working in the venue
- A copy of COVID-19 Preparedness Plan must be with lead staff member when working on-site at the venue
- All staff must participate in health screening checklist or a forehead temperature check when arriving at the venue
- Screening must be conducted by a lead staff and the same lead staff member is required to conduct all temperature checks and health screening checklists for all staff to ensure consistency
- Caterers must provide thermometer and checklist for screening
- Any staff who does not pass the health screening assessment or temperature check or develops a fever or relevant symptoms are to be sent home immediately
- All staff will follow the hygiene and social distancing protocols as outlined above
- Catering staff must wear masks and gloves at all times
- Bar staff must wear masks at all times
- All staff must be in clean and pressed uniform, and must adhere to the following grooming standards to include, trimmed nails and neat hair off the shoulders
- Phones are not permitted to be used during event service. Phones are permitted during setup and teardown and staff must wash hands after handling their phone.
- Staff is required to only use the approved CDC cleaning and disinfectant supplies that the venue will supply for the kitchen and bar areas
- All food and beverage staff must use double doors on the side of the venue for unloading and loading only

The following food service styles are only permitted until further notice. Self-service, buffet, or family style is not permitted at this time. Each of the following service styles must adhere to each of the following guidelines.

### Butler Passed Service

- Staff must wear gloves and mask at all times
- Food is passed on trays. Trays must be wiped down before replenishing
- Food must be served in a disposable container or cocktail napkin
- Staff is responsible for clearing all food related trash, a separate staff member must be designated to clear trash only and serve food only
- Staff is not permitted to both serve and clean up at the same time

### Plated Service

- Staff must wear gloves and mask at all times
- Staff is responsible for clearing all food service-related trash and dirty dishware, a separate staff member must be designated to clear all food service-related trash and dirty dishware only
- Staff is not permitted to both serve and clean up at the same time
- Plates can either be transported on trays and set on tray stations or transported with one plate in each hand, no more than two plates to be carried by one person
- Trays must be wiped down after use
- No self-serve coffee or tea stations are permitted, this service must be provided by a staff member
- China, glassware and flatware are permitted, rolled silverware is only permitted and must be set shortly before guests are seated or after
- Water glassware is only permitted to be set shortly before guests are seated

### Individually Packaged

- Staff must wear gloves and mask at all times
- Food is required to be individually packaged and set out by caterer
- Only disposable packaged food and beverages are permitted
- Catering staff is required to manage and distribute packaged food and beverages
- Staff is responsible for clearing all food related trash
- Once all packaged food has been distributed the staff must wash hands thoroughly and put on new gloves to clean up trash
- Staff is not permitted to both serve and clean up at the same time

## Dessert Service

- The following dessert service styles are permitted until further notice.
- Displayed: individual desserts can be displayed if individually packaged
- Passed: passed desserts are permitted and must adhere to guidelines outlined in the Butler Passed Service style
- Station: Dessert station is permitted for vendors who provide on-site staff to prepare made to order desserts

This COVID-19 Preparedness Plan has been certified by The Hutton House upper management, and the Plan is posted throughout the workplace and made readily available to employees. It will be updated as necessary by the Director of Operations.

Certified by:

Jennifer Rasmussen

Director of Operations