



## COVID-19 PREPAREDNESS PLAN

The Hutton House is committed to providing a safe and healthy environment for all our team members, vendors, clients, and guests. To ensure this, 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. Masks and face coverings
3. Social distancing
4. Team member hygiene and source controls
5. Workplace building and ventilation protocol
6. Building cleaning and disinfection protocol
7. Drop-off, pick-up and delivery practices and protocol
8. 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.
- 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 when exposed to someone diagnosed with COVID-19

- Stay home for 14 days
- Team member may return to work after 14 days if he or she 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. MASKS AND FACE COVERINGS

As of July 25<sup>th</sup>, 2020, people in Minnesota are required to wear a face covering in all businesses and public indoor spaces, per Executive Order 20-81. This includes indoor event venues and indoor spaces of combined indoor/outdoor venues.

More information about face covering requirements and exemptions is available on the MDH website at <https://www.health.state.mn.us/diseases/coronavirus/facecover.html>

## 3. 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
- Social distancing between team members, vendors and guests is 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; band members must maintain distancing, even during performance
- Dancing is permitted and the client(s) must follow the venue dance floor spacing guidelines based on current capacity requirements per state guidance
- Ceremony and reception layouts will adhere to current capacity and spacing requirements per state guidance
- Singing is permitted, singers must maintain distance between each other, and singers must be set a minimum of 10 feet apart from guests

## 4. 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 staff are 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 signage will be posted 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

## 5. 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 to 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

## 6. 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 on 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 events
- 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, and doors and windows will be opened to increase circulation of fresh air. Cleaning and disinfection will occur \ 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.

## 7. 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

## 8. 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 team members, vendors, contractors, clients and guests including but not limited to: 1) social distancing protocols and practices; 2) drop-off, pick-up and delivery practices and protocols 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 at entrance doors 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.

## 9. DAY OF COORDINATOR AND 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
- Day of Coordinator and all vendors must wear a mask at all times
- Day of Coordinator and all vendors must conduct a self-health screening checklist when arriving at the venue
- Day of Coordinator is responsible for communicating the vendor load in and out policy to all vendors and scheduling vendor arrivals and pickups accordingly
- Upon arrival vendors must check in with the Day of Coordinator
- Vendors must load in and out through the side doors prior to catering arrival
- In the event vendors arrive after catering, vendors are permitted to load in and out of the front entrance and the single door in the Lakeside Room
- 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, the Day of Coordinator and vendors must coordinate with the Venue Manager on an approved location
- If a 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

- Day of Coordinator will be expected to support the venue management team with monitoring social distancing and mask requirements with the client, vendors and guests

## 10. 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.
- Food and Beverage staff are required to use only the approved CDC cleaning and disinfectant supplies cleaning for the kitchen and bar areas
- Catering 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 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 must be served in a disposable container or cocktail napkin and passed on trays
- Staff is responsible for clearing all food related trash

### Plated Service and Family Style Service

- Staff must wear gloves and mask at all times
- Staff is responsible for clearing all food related trash
- Plates can either be transported on trays or transported with one plate in each hand, no more than two plates to be carried by one person
- No self-serve coffee or tea stations are permitted, this service must be serviced by a catering staff member
- China and glassware are permitted and must be set out shortly before guests are seated or after
- Silverware must be rolled and set out shortly before guests are seated
- No shared condiments are to be set on table. (i.e. salt/pepper shakers, creamer, sugar, etc.). Single use packaged items are permitted.

### Buffet Service

- Only a one-sided buffet is only permitted
- Staff must wear gloves and mask at all times
- A designated station with hand sanitizer is required at start of buffet line
- Caterer is responsible for providing hand sanitizer and signage to direct guest to use prior to entering the buffet line
- A designated catering staff is required to ensure guests are social distancing, wearing a face covering and sanitizing prior to entering the buffet line
- Each food item must be served by a staff member, guests self-service is not permitted
- A designated staff member(s) are required to notify guests of buffet guidelines and dismiss one table one at a time
- Staff is responsible for clearing all food service-related trash and dirty dishware
- No self-serve coffee or tea stations are permitted, this service must be serviced by a catering staff member
- China and glassware are permitted and must be set out shortly before guests are seated or after
- Silverware must be rolled and set out shortly before guests are seated

#### Individually Packaged and Individually Plated

- Staff must wear gloves and mask at all times
- Only individual packaged or plated food and beverages are permitted
- Day of Coordinator or food service staff are permitted to manage and distribute
- Day of Coordinator or food service staff are responsible for clearing all food related trash
- Once all individual food or beverages have been distributed the staff must wash hands thoroughly and put on new gloves to clean up trash

#### Dessert Service

- Individually Packaged: individual desserts can be displayed if individually packaged
- Butler Passed: passed desserts are permitted and must adhere to guidelines outlined in the Butler Passed service section
- Station: Dessert station is permitted and must adhere to the guidelines outlined in the Buffet Service section

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