

SAFETY GUIDELINES FOR INSIDE BAR & DINING ROOM OPERATIONS

STAY home if you are sick:

If you or anyone in your household is experiencing any symptoms of illness including the following, please stay home:

- Fever
- Cough
- Shortness of breath or difficult breathing
- Sore throat
- New loss of taste or smell

Managers conduct a daily wellness check

1. Do you have a fever?
2. Are you experiencing a cough of any kind?
3. Have you experienced shortness of breath or chest pressure?
4. Have you signed in on the by day/shift Covid wellness sheet

If an employee answers “yes” to any of the items above,

- Send home immediately.
- Symptoms will be documented
- Shift will be documented
- Close contacts (members, staff, vendors any individuals on site at that time) will be documented with HR

AVOID unnecessary close contact with people:

- Employees, are directed to avoid areas of the Club that they do not work in.
- Managers/Hosts will observe employee-employee and employee-member interactions as much as possible and make note on reservation sheets any feedback.
- Restaurant tables, chairs, bars and social gathering High top tables and other physical room layouts will be arranged to ensure appropriate social distancing.
- Employees to wear face coverings in situations where social distancing is difficult to maintain.
 1. Preparing and handling food or beverages
 2. Delivering an item to a member
 3. Any situation where employees are regularly-working within 6' of one another
 4. The Club will provide masks and gloves for employee use, but employees may also choose to provide their own
 5. Managers will inform employees of jobs and duties that require gloves and face coverings.
 6. Members will not be required to wear masks

HANDS

- Wash your hands or change your gloves EVERY 30 minutes, EVERY time you change tasks or touch something soiled, and EVERY time you cough/sneeze:
- Change gloves and wash their hands with soap and water for at least 20 seconds every time they change tasks or everytime they have touched something soiled.

Employee Meals: Employees must wash their hands before and after they eat.

Lunch: Tuesday–Sunday and will be available at 10:30 AM – 11:00 AM

Dinner: Wednesday - Saturday 4:45 PM- 5:00 PM

Employees will be asked to consume the employee meal provided to them in the areas they are assigned to work.

Employees MUST CLEAN UP AFTER THEMSELVES ALL UTENSILS, FOOD & BEVERAGE

Uniforms:

Patio- black shorts or pants and purple ACC polo

Pub- black shorts or pants and purple ACC polo

Grill- black pants and purple ACC polo

Banquets/parties- black pants and white long sleeve dress shirt with black necktie.

Themed parties will be allowed to wear ties in good taste

Employees are reminded to wear a clean uniform daily.

CLEANING AND SANITIZING

Disinfecting Sprayer: will be supplied for each dining room, bar, work stations and bathrooms

Hand sanitizer is available in the following locations: additional sanitizer will be added to locations as we deem necessary

- Point of Sale Stations
- Time Clock
- Foyer Reception Desk - fireplace
- Lower Level Entry - double glass doors
- Pro Shop Entry – by pub doors
- Employee Entries to the kitchen
- Dining Room Host Stand
- Outside Patio
- All Restrooms

All hard surfaces are to be cleaned and sanitized often.

▪ Tables	After Each Use
▪ Chairs	After Each Use
▪ Counters	After Each Use
▪ Stools	After Each Use
▪ Point of Sale Stations	After Each Use
▪ Phones (unless at desk)	After Each Use
▪ Time Clock	After Each Use
▪ Door handles/Push Plates	Often As Practical
▪ Hand Railings	Often As Practical
▪ Restroom Facilities	Often As Practical

Restrooms:

Restrooms will be cleaned and sanitized throughout the day.

Equipment:

Equipment will be assigned to employees where possible. Shared tools and equipment will be sanitized before, during, and after each shift or anytime the equipment is transferred to a new employee.

Laundry and Linen: in accordance with CDC guidelines.

Employee:

Date:
