



COVID-19 HEALTH & SAFETY EMPLOYEE & VENDOR HANDBOOK



HERBAN FEAST
INSPIRED CELEBRATIONS



A NOTE FROM BJ

We are excited here at Herban Feast to have our awesome team members and vendor partners working together again to create memorable weddings for our brides & grooms, their families & guests!

Our Operations Team has spent time crafting detailed plans around adhering to the current State & County Department of Health regulations and guidelines in relation to safely providing our venues & catering services for wedding ceremonies & catered receptions. We are taking the many safety and health requirements very seriously by investing in appropriate equipment, extra staffing and modifying our food & beverage practices to meet the guidelines.

Our goal is to create an environment where all those in attendance feel safe, and are secure knowing that Herban Feast, as a professional hospitality vendor is working diligently on behalf of every guest, team member and vendor to create a safe & healthy celebration!

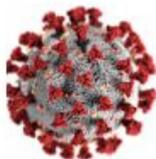
Cheers,
BJ Duft



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What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 314937A 06/01/2020

cdc.gov/coronavirus

STEPS TO MINIMIZE RISK OF COVID-19

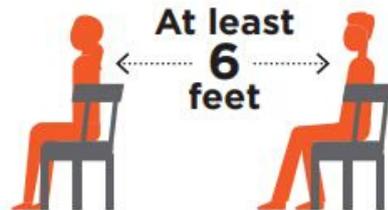


**In response to a Health Officer Order,
take these steps:**

- 1** Discourage high risk individuals from attending (people over 60, pregnant people, medical conditions).



- 2** Limit close contact of people (within 6 feet for 10 minutes or longer):
- Allow for space between chairs.
 - Plan for physical space between attendees.



- 3** Screen for any of these symptoms before and during the event. Anyone sick must stay home or go home.

fever **OR** shortness of breath **OR** cough



Other symptoms:

- chills
- muscle pain
- sore throat
- loss of taste or smell

- 4** Provide ready access to hand sanitizer. Actively request participants to wash their hands often.



- 5** Clean and disinfect surfaces frequently.



KCIT DCE 2005_10087L events

Ask employees to read this information sheet.

Public Health
Seattle & King County 



The COVID Safety Supervisor (CSS)

The CSS will remain onsite for the duration of the event to ensure that all state and county health department guidelines are being adhered to for the safety of our guests, vendors and staff.

The CSS responsibilities include:

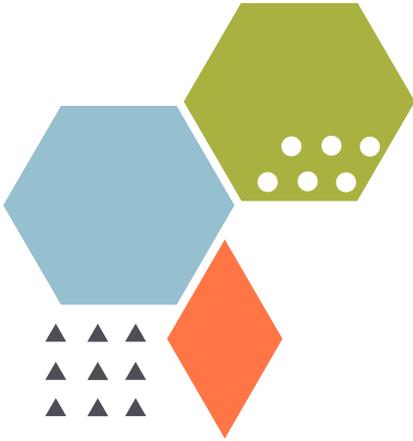
- Ensuring vendors have received the Covid Employee and Vendor handbook and are abiding by the safety regulations.
- Ensure all sanitation caddies and stations are in place stocked.
- Once the SST has been assigned, the CSS will ensure that the sanitation schedules are being maintained.
- The CSS is responsible for ensuring that staff wash their hands and change their gloves every 30 mins.
- The CSS is responsible to ensuring all guests, vendors and staff maintain 6 ft. social distancing guidelines and the use of masks as required.
- The CSS is responsible for ensuring that all health and safety signage is up and appropriately located.

The Sanitation Service Team (SST)

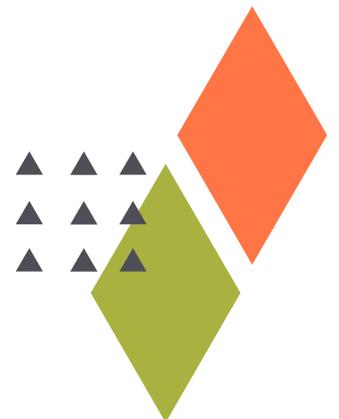
The SST responsibilities include:

- Two staff members per event will be assigned to the sanitation team.
- These teams will be responsible for utilizing a sanitation caddy and checklist to wipe down high touch surfaces and bathrooms every 30 mins during the event.
- After each cleaning, the Sanitation Service Team will initial and time stamp the checklist provided by the CSS.





OFFICE STAFF





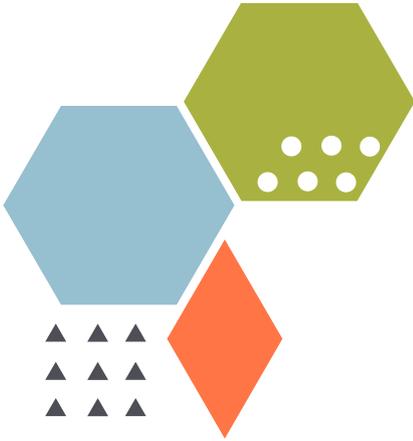
HERBAN FEAST FOR OFFICE STAFF

- Sanitation station is available upon arrival. Masks, gloves, hand sanitizer, a spray bottle of disinfectant and paper towels will be available in the station.
- Each desk will have a can of Clorox wipes to wipe surfaces after day ends.
- Infrared thermometers will be in station- staff need to take their own temp. Any temperature over 100.4 is considered a fever.
- Require sick workers to stay home or go home if they feel or appear sick.
- Identify and remove workers who exhibit signs or symptoms of COVID-19 illness. Worker is to go home and the supervisor should report the dismissal on an incident accident report. This report should be sent to the Human Resources Manager and Owner.
- Two washable masks will be provided to each staff member. Staff can provide their own mask if they wish.

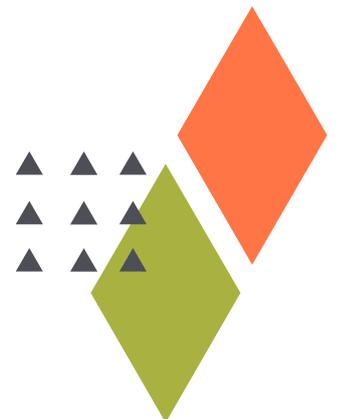
OFFICE STAFF RESPONSIBILITIES

- Do not come in if you feel sick in any way.
- All staff will check their temp upon arrival.
- Social distancing is expected to be maintained and masks must be used if you are in the presence of others.
- Wash your hands thoroughly with soap and warm water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose or mouth.
- Staff is expected to log their hours and intended location on the shared Google Doc to ensure no more than four people are in the office at one time.
- Communal surfaces must be sanitized after each day using disinfectant spray. Individuals are expected to remove their own garbage from the office at the end of each work day. Everyone in the office is expected to take part in this cleaning procedure. Use the checklist and sign off to ensure all areas are cleaned.





KITCHEN & WAREHOUSE STAFF





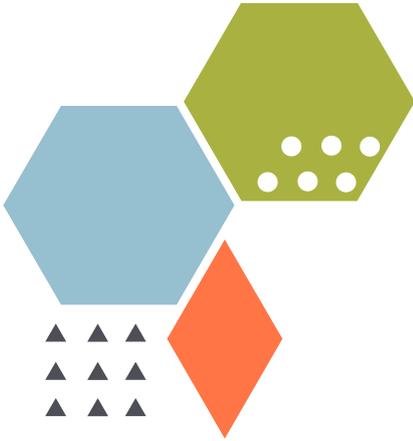
HERBAN FEAST FOR KITCHEN/ WAREHOUSE STAFF

- Sanitation station is available upon arrival. Masks, gloves, hand sanitizer, a spray bottle of disinfectant and paper towels will be available in the station.
- Infrared thermometers will be in station- staff need to take their own temp. Any temperature over 100.4 is considered a fever.
- Require sick workers to stay home or go home if they feel or appear sick.
- Identify and remove workers who exhibit signs or symptoms of COVID-19 illness. Worker is to clock out and supervisor should report the dismissal on an incident accident report. This report should be sent to the Human Resources Manager and Owner.
- Two washable masks will be provided to each staff member. Staff can provide their own mask if they wish.
- N-95 masks will be provided for staff assigned to dishwashing, scullery or pack backs.

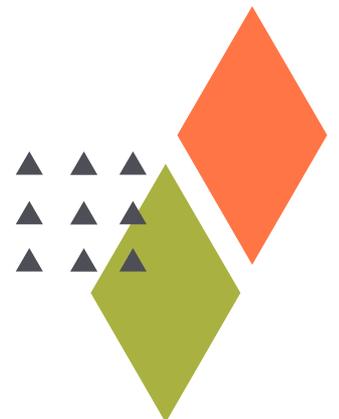
KITCHEN/ WAREHOUSE RESPONSIBILITIES

- Do not come in if you feel sick in any way.
- All staff will check their temp upon arrival.
- Social distancing is expected to be maintained and masks must be used.
- Gloves mandatory- switched out minimum every 30 mins.
- Wash your hands thoroughly with soap and warm water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose or mouth.
- Communal surfaces must be sanitized after each day using disinfectant spray. Use the checklist and sign off to ensure all areas are cleaned.
- Work stations re-positioned to maintained social distancing.
- Stations and all high touch surfaces sanitized every 30 mins.
- Maintain HACCP program.
- Vehicle Sanitation standards are to be maintained by anyone driving an HF vehicle.





EVENT STAFF





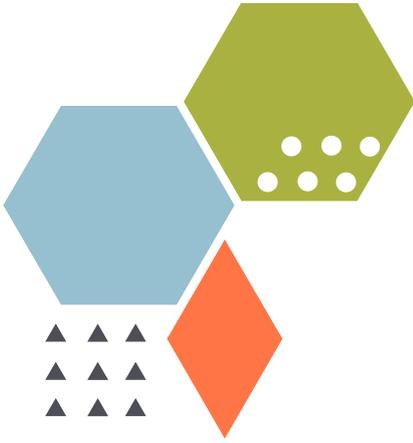
HERBAN FEAST FOR EVENT STAFF

- Sanitation station is available upon arrival. Masks, gloves, hand sanitizer, a spray bottle of disinfectant and white towels will be available in the station.
- CSS will take the temp of each staff member with an infrared thermometer. Any temperature over 100.4 is considered a fever. CSS will screen all staff for Covid related symptoms.
- Require sick workers to stay home or go home if they feel or appear sick.
- Identify and remove workers who exhibit signs or symptoms of COVID-19 illness. Worker is to clock out and lead should report the dismissal on an incident accident report. This report should be sent to the Human Resources Manager and Owner.
- Two washable masks will be provided to each staff member. The staff member is responsible for laundering and bringing their masks to work.
- N-95 masks will be provided for staff assigned to dishwashing, scullery or pack backs.

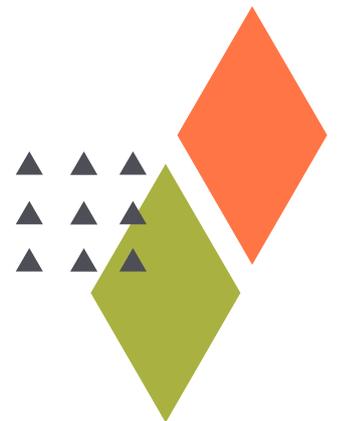
EVENT STAFF RESPONSIBILITIES

- Do not come in if you feel sick in any way.
- All staff will check in with the CSS upon arrival.
- All staff will have their temp checked upon arrival by CSS.
- CSS will screen all staff for Covid related symptoms.
- Social distancing is expected to be maintained and masks must be used.
- Gloves mandatory- switched out minimum every 30 mins.
- Wash your hands thoroughly with soap and warm water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose or mouth.
- Use the sanitation checklist and sign off to ensure all areas are cleaned. CSS will ensure that this checklist is maintained and assigned duties are being executed.
- FOH (ie.) bars and food stations, BOH plate up tables and kitchen work tables and all high touch surfaces sanitized minimum every 30 mins
- Vehicle Sanitation standards are to be maintained by anyone driving an HF vehicle.





VENDORS

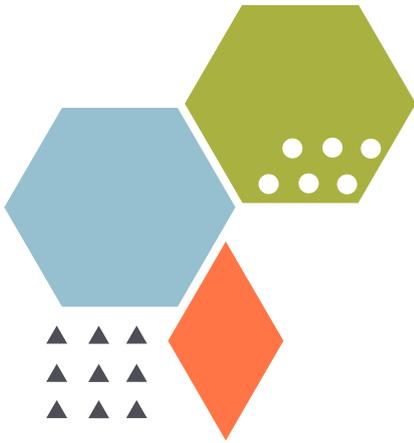




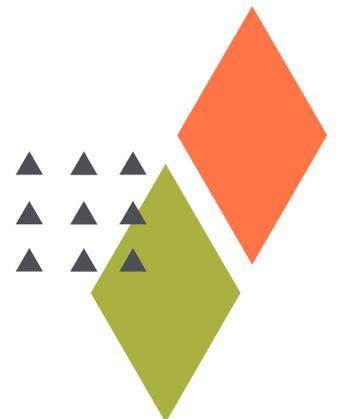
VENDOR RESPONSIBILITIES

- Upon arrival, check in with Herban Feast's Covid Safety Supervisor.
- Social distancing is expected to be maintained and masks must be used.
- Wash your hands thoroughly with soap and warm water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose or mouth.
- Gloves are mandatory for any vendor providing food or beverage related services.
- Gloves and masks will be available onsite if needed.





FLEET VEHICLE SANITATION SOP

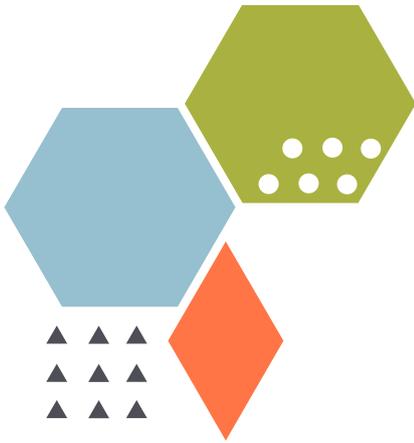




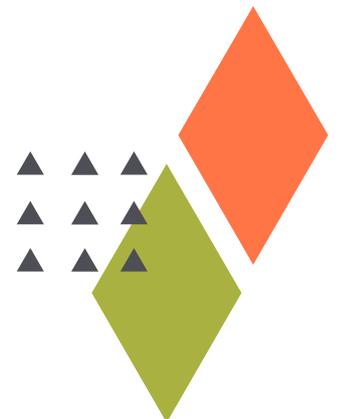
VEHICLE SANITATION

- Vehicle Sanitation standards are to be maintained by anyone driving an HF vehicle.
- The driver is expected to sanitize the cab of the vehicle and door handles using Clorox wipes. The Clorox wipes will be provided within the vehicle.
- The driver should use hand sanitizer upon exit and entry of the vehicle. Hand sanitizer will be provided within the vehicle.
- The driver is required to sign the sanitation van log after sanitation is complete at the end of each use.
- Only the driver can be in the company vehicle. No passengers.





EVENT EXECUTION FROM START TO FINISH



Venue Setup

- Depending on detail and location of setup, no more than two staff members will set each event.
- After event set is complete, all surfaces must be sanitized.

Vendor Arrival

- Once vendors have arrived, the CSS is responsible for completing the sanitation checklist.
- Stations and all high touch surfaces sanitized minimum every 60 mins.
- The CSS is responsible for checking in with all vendors to ensure they received and signed the Herban Feast Covid Employee and Vendor Handbook acknowledging Herban Feast's expectations.
- If the vendor has not received the Herban Feast Covid Employee and Vendor Handbook prior to arrival, they will be given a copy and asked to sign the agreement.

Staff Arrival

- Staff will be checked in by CSS upon arrival and complete Covid screening.
- Once staff have checked in, they must wash their hands, pick up their glove pack, and check in with the Event Lead for their event assignments.
- Upon staff arrival, stations, bathrooms, and all high touch surfaces will be sanitized, hands washed, and gloves changed a minimum every 30 mins for the duration of the event.

Event Pre-Set

- Guest tables will no longer be pre-set with china, glassware or cutlery or food accompaniments.

Guest Arrival

- Upon arrival, Herban Feast will provide welcome attendants to direct guests to sanitation stations and inform them that coats could be taken to individual seats or a coat rack or closet is available for self service.
- Guests will find an informational poster about Covid-19 and requirements to enter the building. This includes social distancing measures, washing and sanitizing hands, and mask wearing.
- Herban Feast will provided guests with a disposable mask if they do not have one.

- All doors will be propped open if possible. Otherwise, welcome attendants will open and close doors as needed.

Event Seating

- Herban Feast will provide a standard seating diagram at both Sodo Park and The Foundry for wedding ceremonies.
- There may be no more than five people seated together.

Cocktail Hour

- Herban Feast will provide additional seating vignettes to allow guests to sit down while still accommodating social distancing measures.
- Appetizers will no longer be tray passed.
- Appetizers will be pre-assembled and served from individual stations on mini serving vessels. Each station will have a plexi glass barrier to ensure the safety of our staff and guests.
- The cocktail tree will not be available at this time.

Entrée Service

- At this time, family style service and self-service buffet stations will not be available.
- Herban Feast will be focusing on plated and French style buffet service.
- No food, beverage, or accompaniments will be available on the guest tables. All table side water and wine service will be provided by service staff.
- Upon call to sit, service staff will lay in all cutlery and glassware.
- China will be given to guests at the French style buffet or by a server during plated entrée service.
- Throughout entrée service, appropriate service staff will be assigned to each guest table to limit contact between service staff and guests.
- Buffets will be set behind plexi glass barriers, and will be served French style by service staff.

Stations

- All non-alcoholic beverages, including coffee, will be served by a beverage attendant. Each beverage station will have a plexi glass barrier to limit contact between service staff and guests.
- Depending on guest count, multiple beverage stations may be used to encourage social distancing.
- Social distancing floor markers will be used to encourage social distancing in areas where guests tend to gather.

- Bars will be equipped with plexi glass barriers.
- Depending on guest count and style of bar service, multiple bars may be used to encourage social distancing.

Staff and Vendor Meals

- Abide by social distancing rules- stay 6 ft away from other employees while eating.
- Staff and vendor meals will be individually prepared and will no longer be served as a family style or buffet.
- The Event Lead will increase the frequency of breaks to allow for social distancing.
- Compostable cutlery will be provided.
- Staff and vendors must wash their hands before resuming work.

Covid-19 Health and Safety Employee and Vendor Handbook Acknowledgment

I, _____, acknowledge that I have received and read the Covid-19 Health and Safety Employee and Vendor Handbook from Herban Feast.

Employee Name

Date