

## **Distillery Restaurants Corporation**

### **Event Health & Safety Measures During COVID-19**

We take the health and safety of our staff, guests and all publics that engage with the Distillery Restaurants Corporation seriously and follow directives of Health Canada, the Ontario Ministry of Health and Toronto Public Health. The following are measures we have implemented to maintain safety in the event environment:

#### **Our Staff**

All of our staff are protecting themselves and others by adhering to rigorous hygiene policies.

- Before entering the restaurant, all employees are required to undergo health screening and temperature checks prior to every shift.
- No employee is allowed to work if they display any signs of illness and need to avoid contact with people who are sick. If sick they must stay home.
- We are supplying our employees with PPE.
- All employees are required to wear face masks — they also have face shields and gloves provided for optional use.
- Our staff are required to wash their hands in high frequency and for at least 20 seconds with soap and water, or alcohol-based hand sanitizer. They must sanitize often, between each transaction if possible. They must wash or sanitize hands after making or receiving deliveries. Staff must wash their hands thoroughly as soon as you enter the workplace and avoid touching anything as you enter to avoid outside contamination. Hand washing must occur with every possible contact of an infected surface and at random at least every half an hour.
- Staff are to maintain a physical distance, where possible from all publics, guests or staff. Where this is not possible and within indoor spaces, a mask should be worn at all times.
- Should they need to sneeze or cough they should do so into their sleeve or use a tissue. If a tissue is used, it must be discarded immediately and hands must be washed afterwards.
- Staff are to avoid touching their eyes, nose or mouth and are not to touch their face with gloved hands.
- Staff should avoid high-touch areas, where possible, or ensure they clean their hands afterwards. Where possible, they should wear gloves when interacting with high-touch areas and take care when removing gloves. They should ensure they wash their hands after removing them.

#### **Workplace Sanitation**

- Commonly-touched surfaces or areas such as entrances, credit card machines, counters, washrooms and kitchens must be regularly sanitized Shared equipment must be regularly sanitized.
- Hygiene instructions are posted in visible spaces so everyone can understand how to do their part
- Where possible fresh air should be the ventilation of choice Staff should be encouraged to keep doors open.

- Medical grade cleaning products will be used to disinfect and sanitize touchpoints within the venues to reduce the lifespan of the virus.

### **Host Measures and Planning Considerations**

- The host will assume the responsibility to inform their guests of all the health and safety measure required of them while onsite.
- The host will be required to provide the Event Specialist with a completed social circle form noting which guests are in social bubbles. This must be provided of 72-hours in advance of the ceremony or dining event.
- A detailed floor plan with guest assignments must be complete in cooperation with the Event Specialist.
- Menus have been modified to eliminate or minimize sharing and potential for virus spread. Service standards will be modified in this manner as well.
- A list of all vendors planning to be onsite for set up or the event must be provided by the host. This information should include contact information. All vendors on site will be required to follow the same screen procedures as our staff and must follow the same safety protocols as our staff. All vendors remaining on site must be accounted for in the hosts numbers.
- Prior to host arrival all furnishing, door handles, washrooms and all other high touch-point areas will be thoroughly cleaned and sanitized by the venue staff. These high touch-points will be cleaned by staff on a regular basis while you and your guests are onsite.
- A security guard is mandatory for all events and will be responsible for on-site verbal health-check and to ensure no one enters the venue spaces who are not on the supplied social circle guest list Host will not be allowed to arrive at the venue any earlier than 30-minutes prior to the ceremony or outdoor dining.
- No guest will be allowed onsite for the ceremony or outdoor dining without being on the social circle list 72-hours before the event.
- Only pre-recorded music or stringed instruments will be allowed to be played during the ceremony or outdoor dining. All levels will be monitored by the Venue's management and will be adjusted at the Venue's discretion to ensure guests are not required to strain their voice to have discussions.
- The couple and the officiant are not required to wear a mask for the duration of the indoor ceremony. The couple should maintain a 6ft distance from any officiant.
- Should a guest arrive without a face mask, a limited amount of single-use facemasks will be available at a charge to the host of \$1.00 per mask added to final billing.
- No cocktail receptions, mingling, buffet, singing, dancing or any act that requires or encourages guests to come together closely will be allowed.
- For outdoor dining, tables may not have any more than 6ppl sitting at the same table and all guests are to be within the same social circle.
- Government mandated signage will be posted at your ceremony or outdoor dining event. Floor markers, directional arrows and easel signage will compliment this to guide and inform guests of how and where to move about the space for washroom usage, exiting and entering.

- We will not be accepting cash payments for the time being. Credit and debit cards are accepted for tap and we can direct customers to our e-commerce websites for other purchase/payment options.
- Guests not maintaining safety standards may be asked to leave should they violates the safety rules after a gentle reminder.

### **Guest Measures**

- Each guest will be required to fill in an online health check in advance of the event. A short verbal check for any changes will be done with each guest onsite. This is done in advance to facilitate a faster flow of guests safely in the venue. Data recorded will be purged by the venue after 4 weeks.
- All guest will be required to wear a face mask when entering the building or coming within close proximity of anyone who is not within their social circle. The Venue reserves the right to refuse entry should we deem the face covering not adequate.
- All guests will be assigned seating and will be escorted to their seat by a member of the Venue's staff.
- Guest will be seated closely only with those withing their confirmed social circle. All other guest will be seated a minimum of 6ft away from anyone not in their social circle.
- Guests must wear a mask when entering the venue to use the washroom and must keep it on for the duration while inside.
- Condiments or communal items will not remain on the tables to minimize high touch points.

These safety standards and protocols are subject to change as advised by Health Canada, Ontario Ministry of Health and Toronto Public Health, and at the discretion of the Distillery Restaurants Corporation.