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Constantino's Catering and Events Reopening Plan for 2020 Events

Covid-19 has changed the way we interact with each other. While food safety has always been paramount in our operation, all employees, guests, and vendors' health and well-being are now equally as important. We have provided our staff with policies, procedures, and protocols to best operate in an environment that is in the midst of a global pandemic. It is our goal to provide the safest settings to prepare and serve food, host events, and provide impeccable service.

As we continue to navigate the changes and challenges that we are all currently facing, we will be reopening for limited, outdoor, onsite events, as well as offsite catering at your home beginning Friday, June 5, 2020.

We are here to assure you that we will be with you every step of the way as we navigate through this uncertain time together. We are committed to making this a safe transition for our employees, for you, and for your guests. As part of that commitment, we have outlined our operational policies and cleaning/sanitization procedures in this guide.

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Guidance for Operations within the Yellow and Green Phases

of Reopening our Full Service Venue

Within the Commonwealth of Pennsylvania, Constantino's Catering and Events is considered a "Retail Food Service Business". Our company operations are divided into onsite events held at our full service venue (located at 1385 Lackawanna Trail, Clarks Summit) and offsite catering events at your home or venue. At our venue, we are required to follow the "Guidance for Businesses in the Restaurant Industry Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public" as it pertains to Retail Food Services.

Below we will outline the guidelines and restrictions our company must follow at our **Full Service Venue** in Lackawanna County.

Yellow Phase

Beginning June 5, 2020, we are permitted to provide take out and delivery sales, as well as dine-in service in outdoor seating areas. Our venue does have an abundance of outdoor space to accommodate smaller events if you decide to still hold your gathering in the yellow phase. These gatherings will be required to strictly adhere to the following guidance:

- No gatherings over 25 people are permitted during the yellow phase.
- All events are limited to patio and garden space.
- Self-Serve food and drink options such as buffets, appetizer stations, and dessert stations, as well as non-alcoholic beverage stations and coffee stations are prohibited.
- Condiments must be removed from tables and dispensed by employees upon the request of a customer.
- Refilling food and beverage containers brought in by customers is prohibited.
- All customers are required to wear masks while entering, exiting, or otherwise traveling throughout the restaurant or retail food service business. Face coverings may be removed while seated, unless exempt by medical condition.
- Tables are required to be at least 6 feet apart from one another.
- No more than 10 guests allowed at one table, unless they are from the same household.

Green Phase

At least 2 weeks after moving into the yellow phase Lackawanna County will be able to move into the green phase. The soonest this can happen is Friday June 19, 2020, but can be later as determined by the state of Pennsylvania. While in the green phase, we are required to follow the guidelines and restrictions listed below:

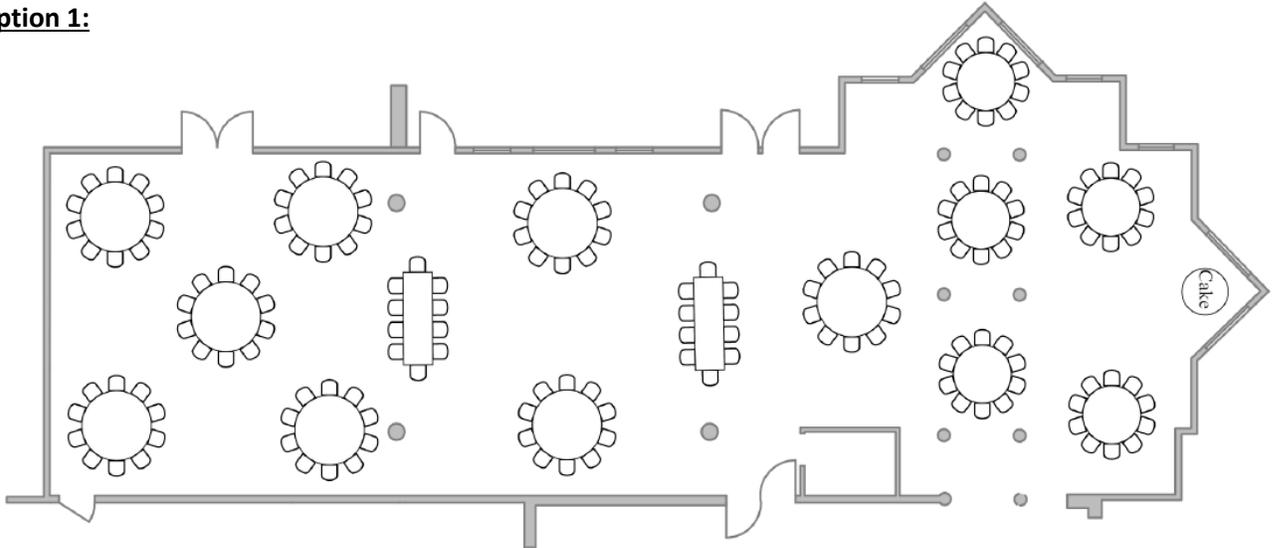
- Large gatherings of more than 250 people are prohibited in the green phase.
- Maximum occupancy (including staff and vendors) is limited to 50% of the stated fire occupancy. Additionally, the facility must be arranged so that customers sitting at a table are not within six feet of any customers sitting at another table in any direction. These guidelines allow us to calculate the maximum number of customers that can be accommodated.
- Using these guidelines, we have determined that we are able to accommodate between 140 and 170 seats depending on the number of chairs at each table. This number does not include staff or vendors. Total number of guests, staff, and vendors must be less than 200 people (50% of total fire occupancy for building).
- Tables are required to be at least 6 feet apart from one another. Sample floor plans can be found on page 5.
- It is recommended that no more than 10 guests allowed at one table unless they are from the same household.
- All customers are required to wear masks while entering, exiting, or otherwise traveling throughout the venue. Face coverings may be removed while seated, unless exempt by medical condition.
- It is our recommendation that all entertainment be set up on the outdoor patio. There will be plenty of space on the patios for your guests to enjoy the entertainment after dinner. The sample floor plans attached do allow space for first dance and parent dances to happen in the main ballroom.

In response to these guidelines, we have put together a revised Food and Beverage Policy, as well as a Guest Check in Policy that can be found on the next few pages of this guide.

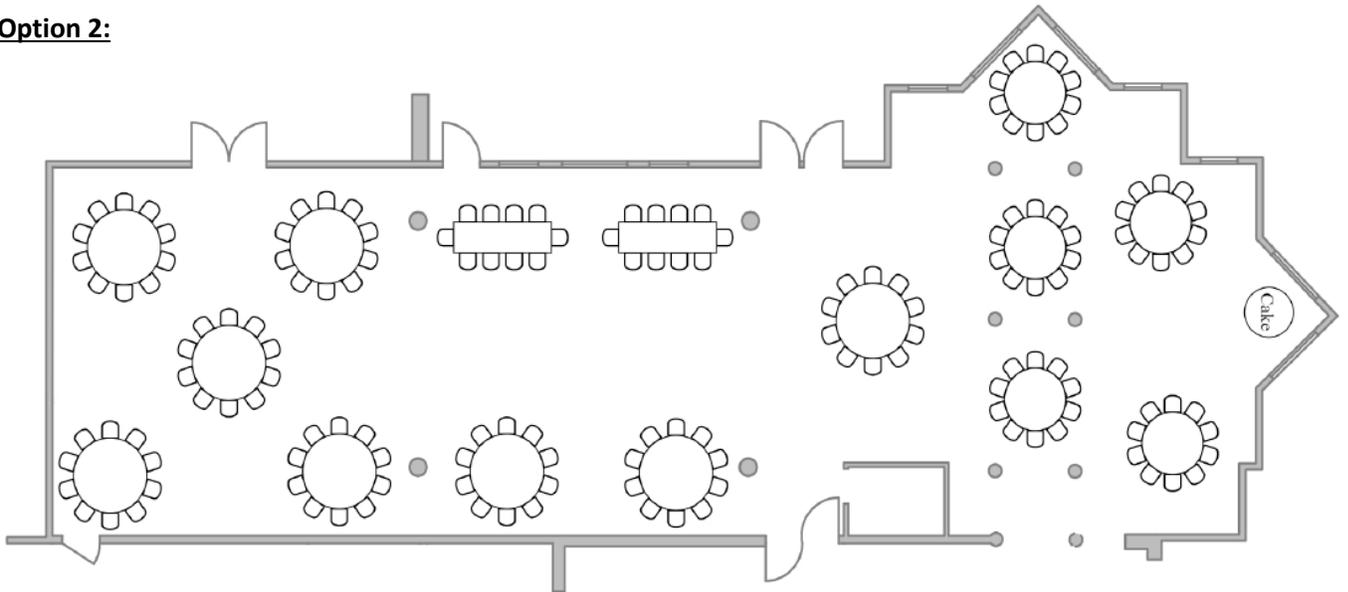
Sample floor plans to allow 6 feet in between each table can be found below.

Please note, these are not exactly to scale and tables may look closer than they actually are.

Option 1:



Option 2:



2020 Revised Food and Beverage Service Protocol

Cocktail Hour

Revised Appetizer Station

- An updated “Tapas Style Appetizer Station” will take place of our Tuscan Garden Station. eliminating the need for serving utensils that would be touched by multiple guests. **A full description of this station can be found on page 7 of this guide.**
- All appetizers will be placed in individual portion vessels
- No tongs or serving utensils will be allowed on the appetizer station
- All Hand Passed Appetizers will have a “skewer-like” utensils for customer to take

Dinner Buffet Serving Policy

- Staff must wear gloves at all times.
- Sneeze guards will be put in place to protect all food.
- Guest must be served every item on the buffet line by staff.
- Guest are not allowed to touch anything on the buffet line (including plates and utensils).
- Staff members will be assigned to buffet items and serve each item to the guest.
- Staff should use best judgement when saving leftover food for customer.

Dessert Serving Policy

- All desserts must be served by staff members
- Dessert stations will have staff members working the station the entire time
- Plates and utensils will be handed out by a staff member
- Service utensils are to be used by staff only

Beverage and Coffee Station Policy

- Bartenders will serve all coffee from bar
- Bartenders will serve cream and sugar as requested
- Self Serve Beverage Dispensers will be prohibited
- Sneeze guards will be put in place at points of service at the bar

constantino's
CATERING & EVENTS

Tapas Style of Appetizer Stations

This menu has been designed by our staff to incorporate our favorite stationary appetizers into individual servings that are grab and go. Each item is individually plated, eliminating the need for serving utensils that would be touched by multiple guests. These items can be substituted for our Tuscan Garden Station, Antipasto Station and Appetizer Station

TUSCAN GARDEN STATION – INCLUDES ALL 10 ITEMS
ANTIPASTO STATION – PICK 6 ITEMS | APPETIZER STATION – PICK 4 ITEMS



Antipasto Skewer with Balsamic Glaze

Watermelon, Pineapple, Strawberry and Honey Dew Skewer

Mozzarella and Tomato Caprese Shooter with Fresh Basil

Soft Pretzel Shooter with Pepper Jack Cheese Fondue

Roasted Red Pepper Hummus with Naan Bread and Sugar Snap Peas

Vegetable Crudit  Shooter with Buttermilk Ranch

Mini Charcuterie Boards - Smoked Gouda, Triple Cr me Brie, Grana Padano, Sopresatta, Speck, Fig Preserve, Grainy Mustard and Assorted Crackers

Whipped Ricotta Appetizer Spoon with Dried Apricots and Walnut Crisp

Goat Cheese Crostini with Truffle Honey and Roasted Grapes

Stuffed Pepper Shooter with Provolone and Prosciutto

Employee and Guest Policies

We have put together the following policies in order to protect you, your guests, and our staff.

Guest Check In Policies

- Master guest list will be required at all events with name and contact information of all guests to maintain a record of who has attended your event. This will be required to be sent to your event coordinator at least 10 days before your event along with all other final information such as your final count, entrée breakdowns, and final floor plan.
- All guests must be assigned to specific tables.
- Signage will be posted throughout the building encouraging guests to wear masks.
- All guests must enter through the patio gate entrance and exit through the front entrance.
- Upon request, we can provide a health care professional to take guests temperatures upon entry for an additional charge.

Employee Policies

- All staff are required to wear masks and gloves at all times, and follow strict mask, glove, and handwashing policies before, during, and after the event.
- All employees are required to have their temperatures taken upon arrival.
- Full Employee policies can be provided to you upon request.

Sanitization and Disinfection Protocol

Our venue will be thoroughly cleaned and disinfected prior to resuming normal operations. We have upgraded our public restrooms with touch free sink faucets, touch free soap, paper towel and hand sanitizer dispensers, along with public hygiene stations throughout the venue. We have also increased fresh air intake through our 5 air handlers, which in turn will allow more fresh air to be circulating throughout the venue.

We have partnered with the best in sanitizing and disinfecting products and services, Ecolab, to spare no expense in combating this disease. In addition, we are training our staff to go above our already high standard of hygiene and cleanliness. Please find the product usage guidelines for both onsite and offsite events below.

Products

1. Ecolab Peroxide Multi Surface Cleaner with Disinfectant
2. Ecolab 146 Multi-Quat Sanitizer
3. Ecolab Enforce Floor Cleaner
4. Ecolab Wash 'n Walk Floor Sanitizer

Hard non-porous surfaces with *no* food contact

1. Remove all debris and surface dirt.
2. Spray with Peroxide disinfectant. Use fine spray from 6" - 8" above surface. Wet surface thoroughly. Allow surface to remain wet for at least 45 seconds.
3. After 45 seconds, wipe or allow to air dry.

Hard non-porous surfaces that contact food

1. Remove all debris and surface dirt.
2. Spray with Peroxide disinfectant. Use fine spray from 6" – 8" above surface. Wet surface thoroughly. Allow surface to remain wet for at least 45 seconds.
3. After 45 seconds, rinse surface with water and wipe dry.
4. Spray with Multi-Quat sanitizer. Use fine spray from 6" - 8" above surface. Wet surface thoroughly. Allow surface to remain wet for at least 60 seconds.
5. After 60 seconds, wipe with clean towel or allow to air dry.

Kitchen Floors

1. Sweep up all debris and food particles.
2. Wet mop floors with Enforce cleaner or a similar product.
3. Dry mop floors to remove most water/solution.
4. Dump and refill mop bucket as needed.
5. Empty mop bucket. Rinse and fill with Wash 'n Walk solution or a similar product.
6. Wet mop previously cleaned floor and allow to air dry.

Doorknobs (Inside/Outside/Cooler Doors), All railings and High Touch surfaces in kitchen and surrounding area

1. Thoroughly spray surface to be cleaned or spray cleaning cloth with Peroxide cleaner/disinfectant.
2. Allow surface to remain wet for 45 seconds.
3. Wipe or allow to air dry

Notes:

These guidelines do not apply to any items which are put through the dishwasher. The dishwasher both cleans and sanitizes everything put through it.

Offsite Events

This section of the guide deals with off-site catering. We do feel that this most challenging section for our staff due to the fact that we cannot control all aspects at each catering location. We will do our best to sanitize and disinfect our workspaces and the areas of entry and exit. Our policies will also strive to not only reduce the spread of the virus at offsite locations, but also leave the space clean and disinfected. Lastly, we will implement procedures that decrease the odds of the virus being transmitted back to our facilities. Our Sanitization and Disinfection Protocol and full list of product usage guidelines can be found on pages 9 and 10 of this guide.

Guidelines for Catering at Offsite Venues and Private Residences

- Though specific guidelines may be put into place by your venue, large gatherings of more than 250 people are prohibited in the green phase.
- Whether at an offsite venue or at your home, we cannot provide wait staff until the county where your event is taking place has moved to the **Green Phase**.

In response to the guidelines put in place by Pennsylvania in regards to food service, we have put together a revised Food and Beverage Policy which can be found on the next page of this guide.

2020 Revised Offsite Food and Beverage Service Protocol

Cocktail Hour

Revised Appetizer Station

- An updated “Tapas Style Appetizer Station” will take place of our Tuscan Garden Station. eliminating the need for serving utensils that would be touched by multiple guests. **A full description of this station can be found on page 7 of this guide.**
- All appetizers will be placed in individual portion vessels
- No tongs or serving utensils will be allowed on the appetizer station
- All Hand Passed Appetizers will have a “skewer-like” utensils for customer to take

Dinner Buffet Serving Policy

- Gloves must be worn at all times
- Guest must be served every item on the buffet line
- Guest are not allowed to touch anything on the buffet line (including plates and utensils)
- Staff members will hand out the plates to guests
- Staff members will be assigned to buffet items and serve each item to the guest
- Staff should use best judgement when saving leftover food for customer

Dessert Serving Policy

- All desserts must be served by staff members
- Dessert stations will have staff members working the station the entire time
- Plates and utensils will be handed out by a staff member
- Service utensils are to be used by staff only

Coffee Station Policy

- Staff members will serve all coffee from coffee station
- Staff members will serve cream and sugar as requested