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Constantino's Catering and Events Plan for 2021 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.

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 at our Full Service Venue

We are currently required to follow the guidelines and restrictions put in place by the Governor's office on April 4, 2021.

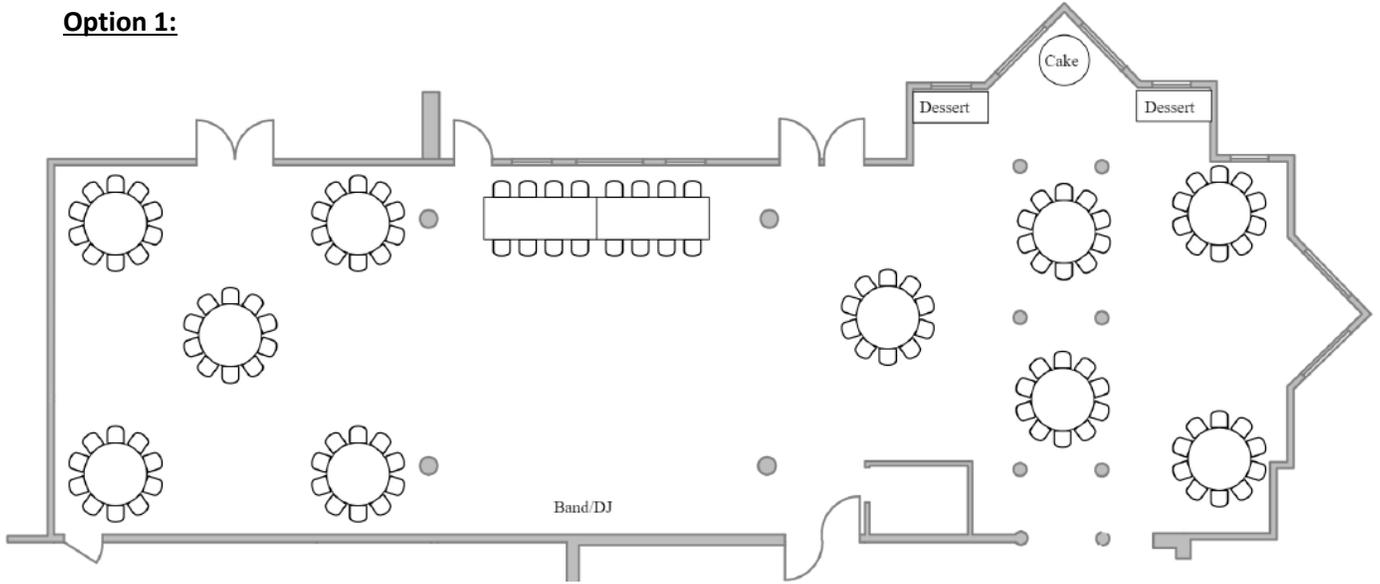
- Maximum occupancy indoors (including staff and vendors) is limited to 25% of the stated fire occupancy. Additionally, the facility must be arranged so that customers sitting at a table are not within six feet of any customers sitting at another table in any direction.
- Using these guidelines, we have determined that we are able to accommodate 125 total guests for events using both the inside ballroom and outdoor patio. These numbers must include both your guests and vendors. This number does not include our staff.
- Tables are required to be at least 6 feet apart from one another. Sample floor plans can be found on page 4.
- Face masks must be worn while entering and exiting our facility.
- Face masks must be worn when traveling through the venue, and when going to and using the restrooms.
- Masks must be worn when going to and through the buffet or beverage stations.
- Masks are encouraged to be worn on the dance floor.
- Masks can be taken off while seated.
- It is recommended that no more than 10 guests allowed at one table unless they are from the same household.
- Dance floors are currently allowed as long as there is ample space to allow for social distancing.
- Please keep 6ft apart when standing in line for food or beverage stations.
- Hand sanitizer should be used when arriving at our venue and throughout your event. It will be placed at all Food and Beverage stations for guests to use.
- If any guests are feeling ill, please advise them to stay home.

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.

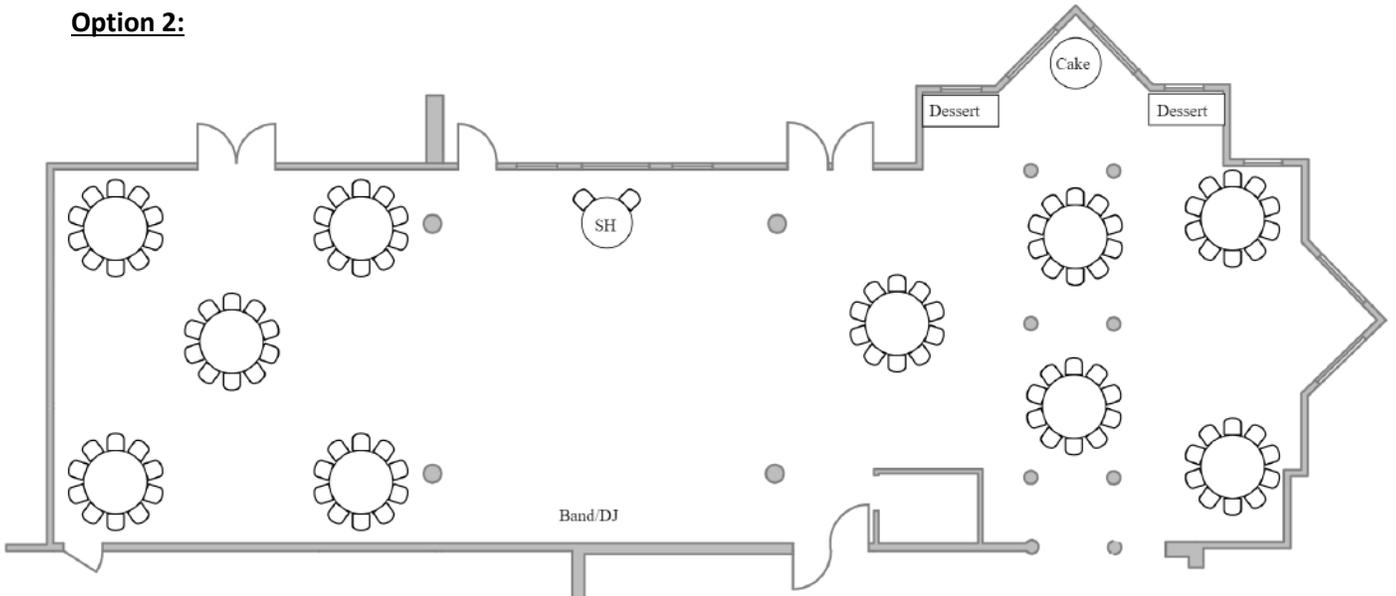
Sample floor plans to allow 6 feet in between each table can be found below.

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

Option 1:



Option 2:



2021 Revised Food and Beverage Service Protocol

Appetizer, Dessert, and Beverage Stations

- Hand Sanitizer and Signage instructing guests to wear masks and use hand sanitizer will be placed on all food and beverage stations.
- Any tongs or serving utensils on appetizer and dessert stations will be sanitized and refreshed regularly.
- 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.
- 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.

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 to be compiled by the host at all events with name and contact information of all guests to maintain a record of who has attended your event.
- All guests must be assigned to specific tables.
- Signage will be posted throughout the building stating that masks must be worn.
- Upon request, we can provide a health care professional to take guests temperatures upon entry for an additional charge.

Employee Policies

- Staff is 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

- Event space must meet requirements set forth by the Pa. Dept of Health. This includes square footage, occupancy limits, and table spacing requirements.
- Indoor Events must be no more than 15% of stated fire capacity of your venue.
- Outdoor events must be no more than 20% of stated fire capacity of your venue.
- Guests must wear face masks when entering the event, traveling to and through food and beverages stations; as well as to the restrooms.
- Guest seating tables must be 6 feet apart with no more than 10 seats per table.
- Guests must be seated when consuming all food and beverages.
- When no Fire code capacity is available for outdoor events or event venues, occupancy is established by 67 people per 1,000 square feet, and then maximum occupancy percentage must be applied. (15% for indoor events, 20% for outdoor events).
- If you would rather not have our staff there, we understand and would be happy to drop off and set up the food instead of providing service.

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.

2021 Revised Offsite Food and Beverage Service Protocol

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- Hand Sanitizer and Signage instructing guests to wear masks and use hand sanitizer will be placed on all food and beverage stations.
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