



COVID 19 EVENT PROTOCOL

Our goal is to provide a Guest First experience while taking all necessary steps to ensure a safe and comfortable environment for our guests and staff. We will be enacting appropriate safety measures in compliance with CDC, OSHA and WA Department of Health guidelines. The purpose of these policies are to avoid exposure or transmission of COVID-19 at our facilities, venues, and to our staff at off-site events. These policies will continue to be practiced as instructed by the relevant institutions listed above.

UPDATED JULY 15, 2020 (PHASE 2)

- 1) All staff, vendors and guests will have their temperature taken before the event (we will provide a contactless thermometer). Any individual with a temperature at or above 100.4°F will not be permitted to attend or work at the event. Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend or work at your event.
- 2) Guest list of all attendees and vendors must be provided to account for all persons on site at your event. This allows for contact tracing if exposure were to occur.
- 3) All events will be limited to 50 guests until further notice.
- 4) All staff, vendors, and guests in attendance must wear face coverings while onsite, except while eating or drinking.
- 5) No self-service food or beverage stations will be allowed at events until further notice.
- 6) Either plated dinners or served buffets, with plates composed by our staff with direction from the guest, will be encouraged.
- 7) All guests must adhere to physical distancing requirements and have six feet of space between the ceremony seats, dinner tables, and dancing or have physical barriers between them. Members of the same household may be seated together as a single unit up to 5 guests.
- 8) Frequent hand washing and/or sanitation is requested of all guests and required for all service staff.
- 9) DSquared will be disinfecting high touch surfaces throughout the event to include, but not limited to, all bar stations, kitchen surfaces, doorknobs, handrails & restrooms.
- 10) No more than one person at a time are allowed in a restroom (2 people if the other is dependent and part of the same household). Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.
- 11) DSquared will have a COVID-19 Safety Manager. Their responsibilities include, but are not limited to, taking guests' temperature at the door, communicating with our Lead Server if any supplies are low during the event, and ensuring high touch surfaces are frequently sanitized.
- 12) Event costs may shift to accommodate additional staff for safety reasons or additional rentals to comply with socially distanced layouts.

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