



It is our top priority to ensure a safe, sanitary environment for our guests and employees. We have implemented new protocols to prevent the presence of Covid-19 in our restaurant. This is a new reality we are all facing together, and we want you to know that our work ethic and core values will remain the same as they have always been. We will continue to pride ourselves in providing high quality food and service to our patrons. Now, more than ever, we will also be extremely vigilant of the cleanliness of our workspace and the comfort of our guests/employees.

We appreciate the efforts of our staff and the continued support we receive from our diners. Thank you for working with us to remain safe during this unprecedented time. For your edification, our current policies are listed below.

Personal Hygiene for Employees

- Employees in the front and back of house are required to wash their hands every thirty minutes for a minimum of 20 seconds.
- Employees must wash their hands immediately when they enter the building.
- Employees must wash their hands after touching anything that has been handled by another person i.e. cellphones, door handles, glasses, plates etc.
- Antibacterial soap will be available in the bathrooms as well as by the sinks in the back of house. These dispensers will be regularly cleaned and sanitized.
- Employees will avoid touching their eyes, nose or mouth.
- Sanitizer is provided for employees and guests in multiple locations and should be used frequently.
- Employees will not come into any physical contact with each other or with guests. This includes hugging, shaking hands, and high-fives.
- If an employee needs to cough or sneeze, they will excuse themselves from the dining room, do so into their elbow, and immediately wash their hands afterwards.
- Employees will wear freshly laundered uniforms every day.
- Employees will wear snugly fit, secure cloth masks for the entirety of the work shift. These masks need to be machine washed after each use.

Any employee that does not abide this new protocol will be asked to leave.

Restaurant Sanitation

- All surfaces will be frequently wiped down with sanitizer.
 - Tables will be cleaned in between reservations as well as between all courses.

- Door handles, sinks, toilet handles, server stations and kitchen stations will be wiped down with sanitizer every hour.
- All plateware, silverware and glassware will be cleared after each time they are used. There will be no share plates provided unless specifically requested.
- Guests will be encouraged to use hand sanitizer upon arriving and when leaving our restaurant. They will also be able to use sanitizer throughout their meal from any of the provided stations we have set up.
- Check presenters will not be used—each bill will be dropped of with a freshly sanitized pen.
- Guests will be asked if they want sugar with any coffee or tea and which kind they prefer. Similarly, salt and pepper will only be given to tables that request them. We will not be providing tables with sugar caddies or saltshakers.

Table and Dining Room Setup

- Tables will be spaced out in a manner that allows guests to sit down and leave without coming into contact with other guests or employees.
- No tables will be allowed to have more than six guests dining at the same time.
- Guests that are waiting for their reservation will be encouraged to remain outside or by the bar at an appropriate distance from other people.
- Government guidelines will be followed with regards to appropriate occupancy percentage.
- Disposable paper menus will be placed on the table after guests are seated and immediately discarded after each use.
- Tables will not be preset with napkins, silverware or glassware. Each guest will be provided with these items upon being seated.

Employee Health and Scheduling

- All employees' temperatures will be taken as they arrive to work. This information will be written down in a log and signed off by a manager.
- Every employee **MUST** alert a manager if they are exhibiting any of the following symptoms **BEFORE** coming into work:
 - Fever at or above 99.5 degrees
 - Persistent cough
 - Shortness of breath
 - Sneezing
 - Runny nose
 - Sore throat
 - Loss of smell or taste
 - Itchy, red eyes
 - Chills
 - Stomach issues
- Employees exhibiting any of the above symptoms are not allowed to return to work until:

- The individual is given a doctor's release after being diagnosed with Covid-19, it has been at least three days since recovery, improvement of respiratory symptoms has been observed, and at least seven days have passed since the symptoms first occurred.
- The individual obtains a doctor's note stating that they have been tested for Covid-19 and they do NOT have the virus.

Scheduling

- We will limit the number of employees working at any given time with regards to the number of guests we are anticipating.
- Employees will practice social distancing during any crossover period or breaks.

Thank you again for complying with our new protocol to establish a clean and secure restaurant environment. We appreciate all your efforts to assist us in keeping our employees and guests safe.