



## OSTHOFF BANQUETS COVID-19 PRECAUTIONS

The Osthoff Resort banquets team is committed to ensuring guest and employee safety, by following all local and state safety guidelines.

### Safety Measures

- All indoor and outdoor seating options will comply with the appropriate social distancing guidelines
- We will follow local capacity guidelines
- Hand sanitizer will be available upon entry and exit
- Common areas will be frequently cleaned and sanitized
- All tables and chairs will be sanitized after each use
- Place settings, utensils, menus, check presenters, pens, and condiments will be cleaned and sanitized after every use
- Self-service food and drink stations (e.g., salad bars and buffets) have been discontinued
- Guests may not refill their own drinks or self-serve unpackaged food (e.g., breads, pastries, cereals, etc.). Only staff may provide refills and will use a new cup or mug for refill
- Staff will roll silverware in designated sanitary areas and rolled silverware/napkins will be stored in sealed bags. Once removed from the sealed bags, utensils may not be reused, even if they have not been unwrapped. Silverware will not be preset on tables
- Shared condiments have been removed from tables. They will be provided upon request and sanitized after usage, or single-use containers or disposable packets will be provided

### Additional Staff Precautions

- Staff will complete a daily health survey
- Staff have received additional SERV Safe training
  - Food Handlers Training
  - Managers Training
- Staffing has been increased to help with adhering to all guidelines
- Timely updates with manager on the COVID guidelines from
  - CDC
  - Sheboygan Health Department
  - WRA
  - NRA
  - WEDC



## OSTHOFF BANQUETS COVID-19 PRECAUTIONS

### Meetings

- Tables and chairs will be spaced in accordance with social distancing guidelines
- Pens, pads, and candies will not be provided
- One bottle of water per person, per day, will be provided at no charge
- Tray jacks and garbage cans in each room
- Hand sanitizer at the entrance to meeting rooms
- Suggest assigned seating for the entirety of the event
- Suggest ample break time to refresh rooms

### Evening Room Refreshing

- All frequently touched surfaces sanitized
- Chairs sanitized
- All linens changed
- Suggest personal items removed each evening

### Meal Table Settings

- Suggest dining in meeting room when possible
- Tables will be empty
- All silverware will be delivered as guests are seated
- Salt, pepper, cream, sugars available upon request
- Water available upon request (water station set with beverage dispenser, operated by staff)
- All condiments will be individual servings

### Food and Beverage Service

- No buffets, trayed items or communal items



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### Breakfast Options

- Plated Breakfast: served entrées, coffee and orange juice, mealtime limited to one hour
- Pre-packaged Continental: placed at each seat 15 minutes prior to start, juice and coffee station available

### Breaks

- Prepackaged items

### Lunch Options

- Plated lunch
- Served entrées, coffee
- Boxed lunch station
- Beverages not included
- Water upon request

### Dinner Options

- Plated dinner
- Served entrées, coffee

### Beverages

- Soda and water will be iced in bins
- Coffee available
- New glass/cup for beverage refills

### Receptions

- Reception area will provide ample space, including room for dining
- No cocktail tables provided
- No snacks, displays or tray-passed food

### Bars

- Staffing will be increased to accommodate increased wait time due to sanitization
- Operated by banquets staff during meal/break time; removed after meal/break time



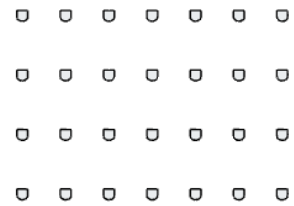
## OSTHOFF BANQUETS COVID-19 PRECAUTIONS

### Room Arrangement Options

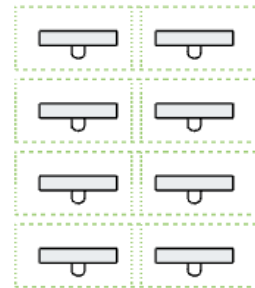
Based on information from the CDC and WEDC, tables and chairs will be spaced in accordance with social distancing guidelines.

#### Rooms Set with Social Distancing

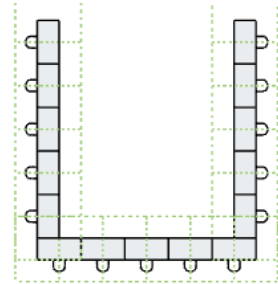
**Theater Style** - One chair every 6 feet, each row 6 feet apart



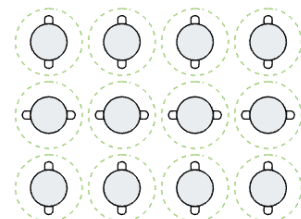
**Classroom Style** - One table and chair every 6 feet, each row 6 feet apart



**U-Shape Style** - Tables placed in u-shape, one chair every 6 feet



**Rounds** - Two chairs per 72" round table, tables placed 6 feet apart, chairs placed across from each other





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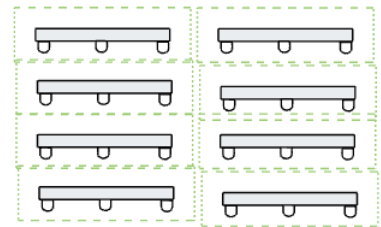
### Room Arrangement Options

Based on information from the CDC and WEDC, tables and chairs will be spaced in accordance with social distancing guidelines.

#### Rooms Set with Modified Social Distancing

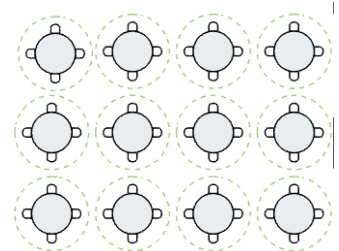
**Theater Style** - Same as above

**Classroom Style** - Three chairs per every 8-foot table



**U-Shape Style** - Same as above

**Rounds** - Four chairs per 72" round table, tables placed 6 feet apart, chairs placed across from each other, guests are not 6 feet apart, but roughly 3 feet apart



**Rounds** - Six chairs per 72" round table, tables placed 6 feet apart, chairs placed across from each other, guests are not 6 feet apart, but roughly 2 feet apart. This is suggested for family events where members of the same household dine together

