



LE CHATEAU

# EVENT SAFETY PLAN

# Our Commitment



As we all navigate a world that has changed in light of COVID-19, the entire team at Fairfield Catering Group is dedicated to ensuring a safe environment for your event. In our 30+ years in catering, we have built our reputation on excellence: excellence in service, staff and experience. As we navigate a “new normal” for life’s celebrations, you and your guests can have confidence that excellence remains our lodestar. We will fully embrace and execute all of our state and local safety guidance, all while maintaining an environment of warm hospitality.

Our state government and local health department are our primary resource for guidance on COVID-19 rules and service modifications. This guide outlines our current plan, practices and recommendations for executing safe and responsible events. We plan to continually reevaluate and update it as the situation continues to evolve. We look forward to welcoming you to one of our venues soon.



# Health & Safety



All staff will complete a mandatory safety & sanitation training session and will receive continuous education as protocols evolve.

Event staff will be vaccinated or tested for Covid-19 bi-weekly. All staff will complete a mandatory health screening regarding Covid-19 symptoms, close contact with Covid-19 cases, recent tests, and compliance with New York's travel advisory at each event.

Our service staff will wear CDC approved masks at all times, and gloves as required for food service. Culinary staff will wear masks and gloves at all times. PPE will be changed frequently throughout the event.

High contact surfaces will be disinfected according to the frequency of use.

Outside vendors must follow mutually agreed upon sanitation, cleanliness, and venue operating protocol.

# Contact Tracing & Testing



Our clients may work with 3rd party vendor to organize and manage contact tracing and covid testing information.

Event guests are required to provide their full name, date of birth, address, email, and phone number for use in potential tracing efforts, if necessary.

Le Chateau staff will greet and check-in guest on arrival. At that time, guests must provide proof of one of the following in order to be admitted to the event:

- negative PCR test result collected within 72 hours of the event start time
- negative rapid / antigen test result collected within 6 hours of the event start time
- completed vaccination series at least 14 days prior to the event date

Any guest who fails to provide a negative diagnostic test or proof of immunization will not be permitted to attend the event.

# Style of Service



Station attendants will manage food stations to alleviate lines and encourage social distancing.

Food items at our stations will be staff served to limit cross contamination, unless individually packaged.

Hand sanitizer will be available at all self service beverage and food stations and throughout the venue.

Passed hors d'oeuvres will include skewers, lollipop sticks, spoons, forks, shot glasses and small vessels to limit cross contact.

Flatware will be presented in napkin roll-ups rather than as individual cutlery pieces.

Family style service and pre-set courses may no longer be offered to reduce cross contact.



# Guest Experience



Guests are required to wear masks at all times, except while seated at assigned tables for eating and drinking or while presenting to guests (such as giving a speech or toast). A presenting guest must maintain 12 feet of distance from other attendees.

Floor plans will be tailored to reflect optimal guest flow, appropriate social distancing, and maximum capacities as dictated by state guidance. At least 6 feet of distance must be maintained from other individuals, except members of the same table.

Guests must receive table assignments and be seated while eating or drinking. Guests are not permitted to congregate, except while seated at their assigned tables, with a max of 10 guests seated per table.

Select guests, designated prior to the event, may participate in customary ceremonial one-on-one dances, if separated by 6 feet from other attendees.

Live music, DJs and entertainment are allowed as long as performers are masked and maintain 12 feet of distance from guests.

Dancing is only allowed amongst members of the same assigned table within clearly marked areas, at least 6 feet apart from other attendees. Guests must be wearing masks while dancing.

# Gratitude



As we look ahead, we are happy to say:  
Celebrations are not cancelled. Love is not cancelled.

Gathering together, sharing a special meal, dancing,  
and creating memories is what makes us human, and is  
what we missed so deeply in 2020.

We have emerged from this past year stronger, and  
even more committed to helping our clients celebrate  
their most special moments. Excellence will always be  
our guide, and layered on top will be all of the extra  
safety protocols outlined in this guide.

As we move forward with this "new normal" for host-  
ing safe events, we are so grateful for the grace and  
support our clients have shown to us during a most  
challenging time. Thank you.



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