

## Standard A'BriTin Procedures:

1. Team members will be required to remain home if demonstrating signs/symptoms of illness, including but not limited to, coughing, sneezing, runny nose, runny eyes or nausea.
  - a. Any team members that arrive to work displaying the above symptoms will be sent home immediately.
2. All team members will complete a health screening survey at the beginning of every shift.
3. All team members will remove all personal belongings (keys, cell phones, jewelry/watches) and place in designated storage areas. No personal belongings will be permitted in production areas.
4. Masks will be worn by all team members at all times until CDC guidelines are changed.
5. All team members must wash hands prior to beginning work and in between tasks.
6. All team members will wear disposable gloves at all times. Gloves are to be changed if torn, contaminated, when switching tasks, and in specified intervals.
7. All team members must maintain mandated social distancing measures.
8. Contracted locations, offices, warehouses, and vehicles will be sanitized and disinfect all surfaces routinely throughout the day.
9. Signage is posted throughout the Headquarters notifying employees of proper safety measures and proper hygiene techniques
10. Vendors are requested to drop off items in designated areas to limit the interaction between vendors and our employees.

## A'BriTin's Implementation of Social Distancing Procedures:

1. Employees are required to practice social distancing at all times of 6' unless physically unable.
2. Employees are required to wear masks at all times.
3. Employees are required to work from home if they are not feeling healthy which eliminates risk to other employees.
4. Appropriate signage is posted throughout the building.
5. Venue tours and consultations are available virtually to all clients or are done so only if social distancing and CDC guidelines and local regulations are able to be met.
6. In house tastings are offered to a maximum of 6 people as long as they are family.
7. Each tasting is laid out with the appropriate 6' of social distancing.
8. Company representatives are to remain 6' away from clients. This is done by the tasting layout utilizing 6' tables.

## A'BriTin's Worker Hygiene Procedures:

1. Employees are trained on different hygiene techniques at the beginning of their employment and throughout the course of their employment.
2. All Full-Time employees and leadership within the company is ServSafe certified and well trained on proper hygiene techniques.
3. Proper handwashing guides are posted in all lavatories and have been explained to all employees.
4. Employees are required to wash hands before starting work and between all tasks.
5. In house employee uniforms are cleaned through a designated service provider.
6. Employees are required to wear masks at all times.

7. Employees are required to wear gloves at all times.

## A'BriTin's Workplace Building and Ventilation Procedures:

1. Employees are regularly in an outdoor setting which does not require ventilation as it is naturally occurring.
2. In house ventilation has been built out per OSHA standards.
3. Proper ventilation is also outlined in our COVID-19 employee contagion process and follows CDC guidelines.

## A'BriTin's Workplace cleaning and Disinfecting Protocols:

1. Contracted locations, offices, warehouses, and vehicles will be sanitized and disinfect all surfaces routinely throughout the day.
2. The Kitchen is Sanitized throughout the day including prior to beginning work and at the end of every shift.
3. Hand Sanitizer stations are available throughout the building.
4. Hand washing stations are properly stocked and checked throughout the day.
5. All communal surfaces are sanitized on a regular basis.
6. Proper workplace disinfecting is also outlined in our COVID-19 employee contagion process and follows CDC guidelines.

## A'BriTin's Drop-off and Delivery Practices and Protocols:

1. All meals are packaged in the correct containers and follow proper food handling techniques.
2. Delivery Vehicles are regularly cleaned and sanitized.
3. Delivery Hand-offs happen only in designated locations and with a designated receiver.
4. All deliveries are done while maintaining social distancing and have limited contact between our delivery drivers and the clients.
5. A'BriTin is not a delivery based company and specific situations have their own procedures that all people involved have access to and have been educated on.

## A'BriTin's Communications, Training, and Supervision Practices and Protocols:

1. A'BriTin provides standard operating procedures to all employees.
2. Training takes place when new procedures are put into place or when new guidelines are released to employees.
3. A company meeting takes place every Monday and a review of best practices and potential new practices are analyzed and reviewed between all Full-Time staff members and relayed onto Part-Time staff members.
4. Communication regarding COVID-19 is posted throughout the building and readily available upon request to all employees or customers.

## What Can our Clients do to Minimize the Transmission of COVID-19?:

1. During our confirmation call we will be reviewing what the event and our preparedness plan looks like.
2. We will also be providing a quick review of proper social distancing of 6' with the clients at that time.
3. Clients should relay proper social distancing practices to their guests.
4. Clients should advise their guests to wear masks when available.
5. We are encouraging clients to allow for a staffed food and beverage station as opposed to self-serve.
6. Clients and their guests are encouraged to wash their hands prior to eating or drinking.
7. We also encourage our clients and their guests to utilize the hand sanitizer stations located within the venue.
8. Team members will inform clients we are now (sadly) a handshake/hug free organization.
9. Clients are limited to a total of 6 people at a tasting as long as they are family. We are strongly encouraging guests to limit their tastings to 2 people.

## Additional Protections and Protocols:

1. Bars will accept cash as a form of payment but we will encourage contactless payment with electronic payments.
2. Occupancy is limited based on venue location and is up to the Venue to confirm the guest count prior to the event.
3. Any venue managed by A'BriTin Catering is following the guidelines laid out by the CDC, MDH, and FDA. This includes current regulations regarding indoor occupancy of no more than 50% over fire code.
4. Outdoor gatherings managed by A'BriTin Catering is following the guidelines laid out by the CDC, MDH, and FDA. This includes current regulations regarding outdoor events no larger than 250 attendees.
5. Buffets are no longer self service and will be plated by staff members.
6. Buffets will have a plexiglass barrier in front with staff members and food protected behind.
7. Service items on the table which are typically communal (water pitchers, coffee carafes, salt and pepper shakers, sugars, creamers) will be brought out upon request, served in individual portions and removed served by server. Each item will be sanitized after use.
8. Self-service stations normally provided by A'BriTin catering will be staffed and sanitized for individual service.
9. Bars will also have a Plexiglass barrier between the employee and guests.

### **Certified by:**

Seth Brittain  
Owner