

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, new loss of taste/smell, 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 work and in between tasks.
6. All team members will wear disposable gloves while handling food or catering related items. Gloves are to be changed if torn, contaminated, when switching tasks, and in specified intervals.
7. All team members will maintain mandated social distancing measures unless physically unable to.
8. Contracted locations, offices, warehouses, and vehicles will be cleaned 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.
11. All visitors are required to sign in and follow our visitor protocol including a COVID-19 Health Screen.
12. All employees who can work from home will continue to do so unless unable to.

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/stay 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 person Venue Tours are restricted to a maximum of 6 people from no more than 3 households.
7. In house tastings are offered to a maximum of 6 people from no more than 3 households.
8. Each tasting is laid out with the appropriate 6' of social distancing.
9. Company representatives are to remain 6' away from clients. This is done by the tasting layout utilizing 6' tables.
10. Please see the expanded section regarding Executive Order 20-96 for more details.

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 are ServSafe certified and well educated 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 while handling any catering item or food.
8. All visitors are required to sign in and follow our visitor protocol including a COVID-19 Health Screen.
9. All events are packed with mobile handwashing stations.

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 all surfaces will be routinely cleaned 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' and proper mask usage 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.
5. Clients and their guests are encouraged to wash their hands prior to eating or drinking.
6. We also encourage our clients and their guests to utilize the hand sanitizer stations located within the venue.
7. Team members will inform clients we are now (sadly) a handshake/hug free organization.
8. Clients are limited to a total of 5 people at a tasting from no more than 1 household. We are strongly encouraging guests to limit their tastings to 2 people.
9. Tastings will be rescheduled at this time until the restrictions have been lifted.
10. Guests will sign a safety release agreement which notifies them of all federal and local regulations and that they have been made aware of A'BriTin's policies and procedures.

Executive Order 20-81 Face Coverings Update:

1. All facilities managed by A'BriTin Catering have proper postings notifying all visitors and employees that face masks are required throughout the buildings.
2. Employees are required to wear face masks at all times.
 - a. Exception 1: While speaking with clients over the phone.
 - b. Exception 2: While eating or drinking.
 - c. Exception 3: When physically unable to do so.
3. Visitors will be asked to wear face coverings at all times throughout the buildings.
 - a. Exception 1: While seated at their table.
 - b. Exception 2: They have a medical condition that inhibits their mask usage.
4. In the event a visitor has forgotten their masks we will provide one for them.

Updated Restrictions following Executive Order 20-99:

1. All events between November 20th and December 18th will be postponed.
2. Events that are not postponed will be limited to to-go food only.
3. To-go food will be individually packaged and handed off safely via drive-thru pickup.

Additional Protections and Protocols:

1. Any venue managed by A'BriTin Catering is following the guidelines laid out by the CDC, MDH, and FDA.
2. All Venues managed by A'BriTin Catering will only be open for wedding ceremonies until the regulations have been changed.
3. A'BriTin will be a part of the solution and will continue to uphold all safety measure possible to help reduce the spread of COVID-19.

Certified by:

Keely Schuenke
Director of Operations