

COVID-19 SAFETY PROTOCOLS

GUIDELINES FOR THE SAFE OPERATION OF LIFE'S MOST MEANINGFUL EVENTS



The following guidelines are in compliance with the Washington State Wedding & Events Association.

LAST UPDATED 10.06.2020

Employees & Contractors

- Appropriate PPE will be worn by all staff (employees and contractors).
- Masks will be worn in accordance with state and local guidelines.
- Staff who previously donned gloves for their work will continue to do so, such as food handlers and cleaning personnel. Other staff will wear gloves if they handle food, beverages, or any guest facing equipment.
- Staff will have easy access to hand sinks and will be encouraged to frequently wash hands.
- Staff will undergo a health screening by the person in charge when arriving for work at any event. Screening will consist of a temperature check and screening questions, as advised by the state.
- Sanitizer stations will be placed at all staff entrances and exits.
- Training and safety information will be made available to all staff.

Catering Protocols

- No self-service or shared utensils by guests at any event. Buffet & Family style services are prohibited.
- Plated meal service, single-use disposable service, cafeteria line service barriers, or other low-contact service types are the only allowable types of food service at events.
- Concession lines, including bars, must maintain 6-foot of separation in queue and at counter. Service barriers should be used at concession lines when possible.
- Where lines might form, signage and markers must be placed to indicate 6-foot social distancing.
- All catering personnel will have access to PPE and use disposable gloves and masks at all times.
- Physical distancing from guests and vendors where possible.
- Timed requirements for hand washing and glove change.

#StopTheSpread

Venue Protocols

- Guest occupancy must follow guidelines set forth by State and County and current Phase. (10/6/20)
Phase 2: 30 guests max & Phase 3: 50 guests max
- Outdoor event space is permitted but must also follow mandated capacity. Both indoor & outdoor seating must follow all other requirements in this
- All seating must be assigned in groups (preferably by household) of 6 guests or fewer in Phase 2; groups of 8 guests or fewer in Phase 3.
- Ceremony seating (rows of chairs/benches) and guest tables must be a minimum of 6ft apart, or there must be a physical barrier or wall separating seating areas.
- 6 feet of separation must be maintained by guests in separate seating groups. This includes ceremony seating (rows of chairs/benches) and reception seating at tables.
- Masks/ face coverings are required to be worn at all times except when seated for dining.
- Regular and frequent cleaning schedule for restrooms and all shared surfaces throughout the events.
- Complete cleaning and sanitization of our entire building between each event.
- All high-traffic areas must have signage and markers for 6-foot of social distancing and traffic flow indicators.
- Guest lists for private events will support any necessary contact tracing needs, post event.

Event Vendor Protocols

- Adherence to all policies and procedures of the event venue.
- Use of mask and gloves at all times.
- Physical distancing from guests and vendors where possible.
- Fully clean and sanitize all equipment between events.
- No shared equipment shall be used during the event (microphones, hair & makeup equipment, etc.) unless fully cleaned and sanitized between use.