



Piedmont Room & Piedmont Garden Tent Covid-19 Safety Protocol:

Weddings and Private Events

Our top priority during the COVID-19 pandemic is to keep our guests and staff healthy. We are following the CDC-issued guidelines related to food service during this time and have also implemented additional precautions to keep our venue as safe as possible. In addition to the daily sanitizing of our kitchen, we have increased frequency of disinfecting floors, surfaces, restrooms, and kitchen areas throughout the day. While it is not required to have even one ServSafe certified employee, we have 18 certified employees including the entire management team to ensure vigilance in proper food handling.

Additionally, our event team is also trained in personal cleanliness and hand washing; and have also been instructed to not come to work with even the slightest of symptoms. We also remain in constant contact with the Georgia Department of Public Health and the Centers for Disease Control to stay current with the latest updates and recommendations. Below are some of the measures and guidelines in place to protect both our event guests and staff. These will be in place indefinitely until we have more direction from the CDC.

Piedmont Room Responsibilities:

- PR will screen event team at the start of the shift to ensure that they do not display any symptoms of illness
- PR will provide all event team members with face masks
- PR will provide signage encouraging guests to social distance
- PR will provide signage instructing guests to wear masks when social distancing cannot be maintained other than when consuming food or drink
- PR will provide hand sanitizer placed at entrance to venue
- When possible, doors to venue entrance to be propped open
- No self-serve buffets: PR will convert self-serve buffets to staff-attended stations
- For events with food stations, guest tables to be released either by PR manager or client's coordinator to accommodate social distancing
- PR will provide flatware to be rolled in cloth napkins and set at each place setting
- There will be no pre-set glassware at the tables. In lieu of pouring wine or champagne at pre-set wine glasses, PR staff will butler-pass these beverages at the appropriate times.
- Clients may select to either have their hors d'oeuvres butler-passed as planned OR displayed at an attended station during cocktail hour.
- Beverages will be passed during cocktail hour to encourage social distancing and minimize foot traffic to/from the bar
- Modified Ceremony Layouts: Rows comprised of 4-6 chairs per side of aisle with chairs to be set in pairs. This setup allows couples to sit together without social distancing but each couple or pair is social distanced. Additionally, the rows themselves are also spaced twice as far apart AND we are setting additional chairs so guests can feel free to space themselves out as they wish.
- PR staff to sanitize high-touch areas during event
- PR to ensure Client has signed the safety protocol acknowledgement prior to event

Client Responsibilities:

- Guests that are 65+ or immunocompromised should be encouraged to remain at home and enjoy the event virtually
- Client should remind guests to social distance themselves by six feet
- Client should encourage guests not to attend the event should they show even the slightest symptoms
- Client must supply masks for guests to wear during the event
- Client must sign the safety protocol acknowledgement prior to event