



COVID-19 PROCEDURES OFF-SITE EVENTS

Version June 30, 2020

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INTRODUCTION

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Proof of the Pudding has created a Covid-19 task force team made up of our operational leadership team, GM's and Executive Chefs. It is imperative that we implement necessary policies and procedures to ensure a safe return for our team members and clients. This guide includes precautionary steps that Proof of the Pudding has taken during these unique times to ensure safe operations.

Safety and sanitation have always been a top priority and very important to our existence and brand's success. We take great pride in providing exceptional services and returning our customers, clients, and team members home in a safe and healthy fashion to their families. While disinfecting protocols will be escalated as a result of COVID-19, we find some relief knowing that our food product has not been proven to be a transportation vehicle for the virus.

We will continue with our stringent food handling practices and continue to research newly implemented best practice protocols and guidelines. Guidance, health recommendations, laws and best practices are changing every day. As a result, this will be a working document that will be continually updated and communicated to our valued team members and clients.



CORONAVIRUS COVID-19



SYMPTOMS
MAY SHOW UP
2-14 DAYS LATER



TESTS FOR DIAGNOSIS
ARE AVAILABLE



THERE IS
NO VACCINE YET



IF YOU ARE SICK CALL HEALTH
DEPARTMENT AND STAY AT HOME

SOME COMMON SYMPTOMS

Please reference <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



FEVER



COUGH



SHORTNESS
OF BREATH



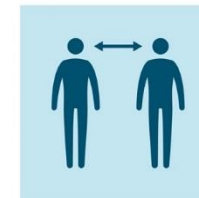
WEAR FACE MASK



WASH HANDS WITH
WATER AND
SOAP/SANITIZER,
AT LEAST 20 SECONDS



DON'T TOUCH EYES,
NOSE OR MOUTH WITH
UNWASHED HANDS



PRACTICE
SOCIAL DISTANCING



AVOID CONTACT WITH
ANIMALS AND ANIMAL
PRODUCTS

PREVENTION

To make your own face mask per CDC, to go: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

TRAVEL



DO NOT TRAVEL
TO AFFECTED AREAS



DON'T TRAVEL
IF YOU HAVE FEVER
AND COUGH

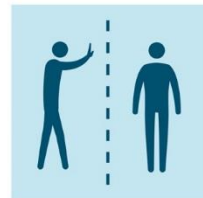


IF YOU BECOME SICK
WHILE TRAVELLING
SEEK MEDICAL CARE
IMMEDIATELY

IF YOU FEEL SICK



STAY AT HOME



AVOID CONTACT
WITH OTHERS



COVER YOUR NOSE
AND MOUTH WITH
TISSUE OR ELBOW
WHEN SNEEZING.



WEAR FACE MASK



KEEP OBJECTS AND
SURFACES CLEAN

DAILY PROCEDURE FOR EMPLOYEE CHECK-IN

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Daily Employee Check-In Screening process:

1. Manager will scan employee forehead for temperature reading.
2. Employee will use personal cell phone to open up camera, scan the QR code and click generated link. Tapping this link will take employee to a short questionnaire for Proof of the Pudding Corporate office.
3. Questionnaire will ask employee to submit temperature reading, a couple Covid-19 exposure questions, and if employee is feeling any symptoms.
4. Employee will answer questionnaire and submit.



DAILY PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

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If team members pass the daily questionnaire and DO NOT have temperatures of 100.3 or higher, they will be cleared to work their shifts.

The manager will then inspect and provide them with their mandatory daily PPE (personal protective equipment). These items are as follows:

- ❖ Black work pants
- ❖ Solid black slip resistant shoes
- ❖ Proof provided shirt
- ❖ Proof provided hair restraint
- ❖ Proof approved and provided face mask
- ❖ Proof approved and provided gloves
- ❖ Proof approved and provided sanitizer spray bottle and cleaning towel



Note: PPE should be worn and/or kept on-person at all times. Team members that Do Not follow guidelines will receive documentation, ask to leave site, and placed back in Step 1 of the clearing process.

DAILY PERSONAL PROTECTIVE EQUIPMENT DESCRIPTIONS

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On-site Managers, in conjunction with the Purchasing Department, are responsible for ensuring there are adequate supplies. On-site Managers will also be responsible to ensure employees are following glove changing protocol. The Company will make available and train employees on the proper use of any role-required PPE.



MASKS

Face masks are required PPE for all employees working face to face with guests, as identified in the Governor's Executive Order. These employees include:

- ❖ Company Drivers;
- ❖ Dining Employees;
- ❖ Events Labor and;
- ❖ All employees performing cleaning duties.

Face masks are recommended for those with broad exposure to other employees, such as, back of house culinarians and warehouse associates.



GLOVES

All employees with customer facing responsibilities and/or food handling duties are required to wear properly fitted gloves and change them frequently.

*****NOTE: If POP hires a vendor, they must meet the requirements of POP contractors.**

- ❖ **If client hires vendors, they are to follow the venue guidelines and in the absence of guidelines it is recommended, they use PPE, but will not be provided by POP.**
- ❖ **Use of PPE is recommended for guests and clients but not required or provided by POP.**

OPERATIONAL GUIDELINE SUGGESTIONS FOR EVENT SPACES



1. Develop a safety and security risk assessment for each attraction, venue and/or special event
2. Limit capacities based upon industry and CDC recommendations
3. Observe/encourage strict social distancing protocols
4. Establish social distancing where line queues may form
5. Establish social distancing in seating and gathering areas (employ “chessboard strategy”) to allow at least 6’ of separation between parties
6. Enforce a controlled ingress and egress; create a separate entrance and exit where possible
7. Increased hand sanitizer (60% alcohol content or more) stations throughout the facility
8. Increased frequency and high visibility of cleaning and disinfecting in all public and service areas
9. Establish cashless transactions upon reopening
10. Utilize electronic tickets and touchless ticket scanning whenever possible
11. Signage and communication of safety protocols must be clear, consistent and highly prevalent throughout facility
12. Establish an area where guests who become ill while at an attraction or event can be isolated

CATERED EVENT(S): SMALL PLATES STATIONS

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❖ PROCEDURE CHANGES

- ❖ All food and beverage staff will always wear disposable gloves and face mask
- ❖ All buffets, strolling stations and small plate stations are to be served out by a gloved staff member, guests are NOT serving themselves
- ❖ All buffet stations will be set up with hand sanitizer and disposable gloves for guest(s)
- ❖ Where necessary, sneeze guards will be set up
- ❖ Cold food in single serve units, where/when appropriate
- ❖ Desserts in single service units or heat and serve, where/when appropriate
- ❖ Snack items are single serve units where/when appropriate
- ❖ Fountain beverage service to continue with uniformed, gloved attendant
- ❖ Additional measures such as sneeze guards will be added where/when necessary
- ❖ Portable hand wash stations are mandatory at all bars that don't have proper hand washing sink within 25 feet

❖ GUEST CHANGES

- ❖ Guests will not handle any service utensils such as tongs or spoons
- ❖ Guest service flatware will be pre-packaged to avoid potential contact
- ❖ Plates will be composed by the service staff behind the buffet/station with direction from the guest(s)
- ❖ All food accompaniments/condiments will be provided by the food and beverage staff
- ❖ 6' distance marks on all queuing lines
- ❖ Expanded footprint of tables and less condensed station design to allow for additional workspace and distancing among guests and staff

CATERED EVENT(S): PASSED APPETIZERS

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❖ PROCEDURE CHANGES

- ❖ All servers and culinary staff will always wear disposable gloves and face mask
- ❖ All passed items will be in displayed and individually packaged containers
- ❖ Any beverage passed will have a paper cover on the rim
- ❖ Gloved staff will hand out cocktail napkins individually as opposed to being on the tray

❖ GUEST CHANGES

- ❖ Guests will not handle any service utensils such as tongs or spoons
- ❖ Guest service flatware will be pre-packaged to avoid potential contact

❖ SERVICE CHANGES

- ❖ No longer allow passing staff to take or hold any soiled vessels and or napkins which have been handled by guests
- ❖ All soiled small wares and napkins will be cleared by staff who is designated to handle those items
- ❖ Expanded footprint of tables and less condensed station design to allow for additional workspace and distancing among guests and staff



PLATED DINNER/DINING ROOM SET UP

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❖ SERVICE CHANGES

- ❖ The maximum table set is for 10 guests.
- ❖ Tables will be a minimum of 6' apart from each other.
- ❖ All servers and culinary staff will always wear disposable gloves and mask during the set up and service of dining rooms
- ❖ Table set up:
 - Linen used once only
 - Rolled cutlery in napkin
 - Glassware is inverted or covered with paper logo liner or served out by server.
 - Upon request, individual salt & pepper, sweetener, creamer, butter, lemons, dressings
 - All courses are to be served including bread



BAR & BEVERAGE EXPERIENCE

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❖ PROCEDURE CHANGES

- ❖ All bartenders will always wear disposable gloves and mask
- ❖ Ice handling (all ice to remain in original plastic packaging and placed in ice holding vessel)
- ❖ Single-use glass or disposable only (no refilling used/previously handled glasses)
- ❖ Tray Jacks will be readily available to guests to place their used glasses near bar to avoid bartenders having to handle glasses
- ❖ Designated staff will only buss previously handled glasses and change their gloves in between rounds of bussing
- ❖ Straws will be individually wrapped and handled only by the bartender prior to handing to guests
- ❖ Cocktail napkins will no longer be placed on top of bar and will be handed to guests as requested or wrapped around the base of the glass
- ❖ All bar fruit needs to be pre-skewered in kitchen beforehand and removed from guest contact area(s)
- ❖ All bars catering and concessions will have the sneeze guards at all points of service. The sneeze guards will be between guests and bartenders.
- ❖ We will no longer offer self-serve non-alcoholic beverage stations and recommend that all beverage and coffee stations are attended by at least one gloved, masked staff member to avoid additional contact by guests
- ❖ Individually wrapped single-use stir sticks, coffee creamers, honey sticks, and pre-positioned disposable coffee cup and lids are recommended to avoid additional contact by guests

❖ GUEST CHANGES

- ❖ Guests will not handle any service utensils such as tongs or spoons
- ❖ Portable hand wash station is mandatory at all bars which don't have a proper hand washing sink within 25 feet
- ❖ 6' distance marks on all queueing lines

OUR PROMISE TO YOU

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- ❖ We will continue to be a leader in safe sanitation practices with all team members being continuously trained in safe food handling.
- ❖ We have performed extra training with our team members on Covid-19 Prevention and What Symptoms to watch for in themselves.
- ❖ All team members will always wear gloves and masks, as well as complete daily health surveys.
- ❖ We have implemented the use of a Hydrogen Peroxide Disinfectant that is approved by the CDC, FDA and EPA.
- ❖ All surfaces in the Kitchen, Storerooms, Prep Areas, Serving Areas, Cashier Stands, Tables and Chairs have been cleaned and sanitized.
- ❖ All areas of the serving area will be cleaned and sanitized on a regularly scheduled basis as well before and after each service.
- ❖ We will continue to monitor all aspects of our service to ensure that we are following state and local health guidelines.

We are in the “new norm” for food service with the guidance of our food service safety and sanitation experts.

It is imperative that we create and communicate different service options during these times to our guests and clients.