

Like everyone in our industry, Blue Fire is taking every possible precaution to safeguard the public health as it relates to the COVID-19 pandemic. We are closely following CDC guidelines, as well as all Federal, State and Local health directives for any preventive measures that will reduce the risk of infection. As a hospitality catering company, Food Service Safety is our first responsibility to our customers; and this is a daily commitment for our Team. As Food Service Professionals we understand that following proper food service sanitation procedures, which are specifically developed to eliminate pathogens including the COVID-19 virus, will significantly reduce the probability of transmission and infection. As we go forward in our shared “new normal” we want our guests to rest assured and feel confident that Blue Fire will adapt our policies and procedures to implement any and all approved effective means at combating this public scourge. In addition to full compliance with all current statutes mandated by state and local governance for special events, wedding receptions, and wedding venues, the following outlines Blue Fire’s commitment to the safety, health, and happiness of our guests and all Members of our Blue Fire Team.

## **BLUE FIRE COVID-19 REGULATIONS for OFF PREMISE EVENTS**

### **BLUE FIRE TEAM MEMBERS:**

- Servers have undergone CDC recommended training which includes the following:
  - Increased handwashing with soap and water for at least 20 seconds, especially after blowing nose, coughing, or sneezing. *Hand-washing required every 30 minutes.*
  - Avoid touching your eyes, nose, and mouth with unwashed hands Wash your hands often with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- All Team Members will wear face masks while onsite for the event - set-up, event execution, and strike.
- All Chefs, Servers, and Bartenders will wear latex gloves when preparing and serving food and beverage.

Continued on next page . . .

### **BLUE FIRE TEAM MEMBERS REQUIREMENTS, CONTINUED:**

- All Team Members will have their temperature taken upon arrival to work. Any employee with a fever will be required to visit their doctor for testing before returning to work. Team members who have been exposed to illness or who show symptoms of illness will not be permitted to be on the premises.
- As an additional precaution, we have instructed our staff to avoid shaking hands with co-workers and guests.

### **GUESTS:**

- At this time, we are not requiring guests to wear masks, nor will we require temperature checks for guests at the entrance. However, we plan to discuss the need for these procedures with the booking client and may add if deemed necessary.

### **FOOD AND BEVERAGE SERVICE STANDARDS:**

- No food or beverage will be available for guest self-service, with the exception of pre-packaged items (i.e. bottled water, cans of soda, sealed bags of popcorn, etc.)
- Passed hors d' oeuvres will be served in an individual vessel, or, the server will hand the item to the guest with tongs.
- Passed beverages will be handed to the guest by the server.
- Buffet items will be served to guests from chaffing dishes by a server.
- Silverware will be presented in sealed, plastic packets with the necessary sanitized utensils available for guests to open when needed.
- No pre-set salads, desserts, or bread baskets.
- All courses of a plated lunch or dinner will be served with a plate cover on the plate. The server will remove the cover once the item is placed in front of the guest.
- Salt and pepper shakers will not be available. Condiments will be available upon request in single-use portions (i.e. PC packets).
- Tableside beverages will be offered as guests take their seats - may not be pre-set.
- Beverage dispensers (i.e. coffee urns) will not be available for guest's self-service.
- Hand sanitizing stations will be available around the food service area for guests and staff's use.

### **BLUE FIRE KITCHEN AND EQUIPMENT:**

- Blue Fire is committed to our policy of exceeding all Health Department sanitation requirements.
- We are adhering to a strict cleaning scheduling for our catering kitchen with the recommended disinfectants.
- All Team Members will have access to additional hand-washing stations and hand sanitizer throughout their work in the office, kitchen, and at events.
- Blue Fire is scheduling a daily cleaning crew to provide continuous additional cleaning for all frequently touched surfaces in offices, kitchen, and warehouse.
- Catering trucks will be cleaned and sanitized prior to and post each event.

### **FLOOR PLANS/GUEST COUNT CAPACITY:**

In our capacity as an off-premise caterer, we defer to the policies and procedures of the individual venue, home, or office where we are providing food and beverage. However, based on current guidelines set forth by the state, we recommend the following:

- Strongly encourage at risk populations or 65+ to participate remotely.
- Recommend venue management to designate an at-risk area.
- For wedding ceremony seating, alternate rows and keep 6' spacing between parties unless they have been in the same household.
- Venues operate at 25% of listed occupancy. Employees and contractors of the event venue are not counted towards the occupancy limit.
- When able, outdoor receptions are recommended and are not subject to an occupancy limit.
- Maintain at least 6 feet separation from other individuals not within the same party. If such distancing is not feasible, other measures such as face covering when not sitting at the table, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- No tables may have more than 6 guests with 6' of space between tables.
- Recommend more frequent cleaning and disinfecting of regularly touched surfaces throughout the event - including tables, chairs, restrooms, door handles, and other hard surfaces, in addition to cleaning and sanitizing prior to the event.

Continued on next page . . .

### **FLOOR PLANS/GUEST COUNT CAPACITY, CONTINUED:**

- Recommend signage re. social distancing and safe hygiene placed throughout the venue.
- Hand sanitizing stations placed at the entry of the venue and around the reception area.
- Add foot door handles, when able.
- Consider having an individual dedicated to ensuring the health protocols are maintained and followed during the course of the event.

Thank you very much for selecting Blue Fire Catering to be a part of your event. We look forward to providing you and your guests with a fun, delicious, and safe celebration! Should you have questions about these policies and standards, please contact our Chief Development Officer, Beth Albright: [beth@bluefirecatering.com](mailto:beth@bluefirecatering.com). We will continue to monitor the COVID-19 situation and update our procedures as required by federal, state, and local government agencies.