

Lake Lincolndale Clubhouse COVID-19 Guidelines

Renting of the clubhouse for an event, the signed renter becomes the “Responsible Party” in place of LLPOA. As the Responsible Party, you must follow the guidelines put out by the Department of Health. Not following guidelines put out by the Department of Health puts your guests health at risk. Any fines or other legal fees that may come after your event in which you are the responsible party will be your responsibility to pay and LLPOA takes no responsibility for. LLPOA rents you the space and gives you tools to follow in order for you to hold a responsible event.

Your business is located in Westchester county, which is in Mid-Hudson region. Mid-Hudson is in Phase 4 of reopening. Your business is currently permitted to operate with restrictions. Restrictions that are applicable to your industry are as follows:

indoor catering services are permitted at this time, however the catering facility, inclusive of both indoor and outdoor premises, is subject to the non-essential gathering limit, which is 50 people in Phase 4. Please note that pursuant to Executive Orders 202, as amended, any non-essential gathering of 50 people or fewer individuals, for any lawful purpose or reason, is permitted in your region at this time provided that social distancing protocols and cleaning and disinfection protocols required by the Department of Health are adhered to.

The operator of the food service site, or another party as may be designated by the operator (in either case, "the Responsible Parties"), shall be responsible for meeting these standards.

Regardless of physical distance, Responsible Parties must ensure all guests and kitchen staff wear an acceptable face covering at all times; except while seated. With the exception that the guest is over the age of two and able to medically tolerate such covering.

Responsible Parties must ensure that indoor and outdoor tables are separated by a minimum of six feet in all directions. Wherever distancing is not feasible

Responsible Parties must enact physical barriers between food/ bar and guest. The physical barriers must be at least five feet in height and must not block emergency and/or fire exits.

Responsible Parties may seat as many individuals at a single table as the table allows, with a maximum of 10 individuals per table.

Responsible Parties must ensure restroom is on guest at a time or 1 household family at a time.

Responsible Parties keep up the post signs throughout the site, consistent with DOH COVID-19 signage.

Responsible Parties must limit party guest to 50 guests including host and service help.

Responsible Parties must keep hand sanitizer or disinfecting wipes available near such amenities as buffet table, bar area and restroom.

Where practicable, Responsible Parties should discourage people preparing food from changing or entering others' work stations during shifts, unless they are appropriately cleaned and/or disinfected.

Responsible Parties should designate discrete work zones for servers, where possible. Servers should serve specific zones to minimize overlap.

Responsible Parties may open buffets, provided that they are not self-serve and that they have a designated server to ensure that there is no guest touching common objects (e.g. serving spoons, tongs) and that appropriate social distance is maintained.

Responsible Parties must minimize sharing of kitchen equipment between catering help (e.g. knives, pots, rags/towels).

Responsible Parties must ensure kitchen help practice hand hygiene and use bare hand barriers consistent with State and Local Sanitary Codes.

Ensure employees replace gloves frequently
Encourage employees to change gloves when switching tasks (e.g. serving customers to pre-rolling silverware).

Responsible Parties must ensure that anyone bussing tables wash their hands with soap and water and, if they are wearing gloves, replace their gloves, before and after cleaning and disinfecting tables.

Responsible Parties must only permit guest entry into the rental space only if they wear an acceptable face covering; provided, however, that the customer is over the age of two and able to medically tolerate such covering.

Responsible Parties should require customers to wear face coverings when not seated at a table (e.g. when waiting for food, walking to/from table, walking to/from restroom).

Responsible Parties must ensure that hand hygiene stations on site are maintained as followed:

- o For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can.
- o For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.

Responsible Parties must ensure that all condiments provided directly to customers be in single-use disposable containers or dispensed by the designated food server.

Responsible Parties must use pre-packaged silverware or pre-rolled silverware. Silverware must be pre-rolled while wearing masks and gloves

Responsible Parties must not offer or otherwise provide unwrapped straws and toothpicks.

Refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.

- temperature checks may be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Responsible Parties are prohibited from keeping records of employee health data (e.g. the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

- An individual who screens positive for COVID-19 symptoms must not be allowed to enter the premises and must be sent home with instructions to contact their healthcare provider for assessment and testing.

Responsible Parties should provide such individuals with information on healthcare and testing resources if applicable.

Responsible Parties must immediately notify the state and local health department about the case if test results are positive for COVID-19. Responsible Parties should refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for

To the extent possible, Responsible Parties should maintain a log of every person, including workers and vendors, who may have close or proximate contact with other individuals at the work site or area; excluding customers and deliveries that are performed with appropriate PPE or through contactless means. The log should contain contact information, such that all contacts may be identified, traced and notified in the event an employee is diagnosed with COVID-19. Responsible Parties must cooperate with state and local health department contact tracing efforts.

Responsible Parties cannot mandate that guests complete a health screen or provide contact

Responsible Parties must affirm that they have reviewed and understand the state-issued industry guidelines, and that they will implement.

Responsible Parties cannot mandate that guests complete a health screen or provide contact information but may encourage customers to do so.

Responsible Parties may provide an option for customers to provide contact information so they can be logged and contacted for contact tracing, if necessary.

- Refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.

Responsible Parties cannot mandate that guests complete a health screen or provide contact information but may encourage customers to do so.

Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 test result at their site.

- In the case of an employee, vendor, or guest who interacted at the business testing positive, the Responsible Parties must cooperate with the state and local health department to trace all contacts in the workplace, and the health department where the site is located must be notified of all employees logged and vendors/guests (as applicable) who entered the food service location dating back 48 hours before the individual first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19) Website <https://coronavirus.health.ny.gov/>

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19 Website <https://www.osha.gov/SLTC/covid-19/>

Please sign here to ensure that you have read the COVID-19 guidelines and will follow them as the Responsible Party

Renter.

Date.

LLPOA Rep.

Date.

