



## **Coral Gables Country Club Operating Procedures**

The health and safety of our guests is our priority; we are determined to ensure a safe and memorable event for you and your guests. Effective September 26, 2020, Miami-Dade County Mayor Carlos Jimenez signed Emergency Order 30-20 allowing banquet facilities to operate at 50% capacity. As a result, we have taken the recommended precautions as outlined by the county and will adjust as guidance evolves. We ask that our guests follow the necessary protocols as this is a united effort to ensure the health and safety of us all. If there are any questions prior to your event, please do not hesitate to ask.

### **General Guidelines**

- Events shall be at 50 percent capacity of its legal occupancy limit per meeting space and six (6) feet spacing requirement per existing guidelines;
- All venue seating shall comply with current social and physical distancing orders, i.e. six (6) persons per round table maximum and be at least six (6) feet apart from the back of one table's chairs to another table's chairs;
- No single event shall run for longer than six (6) consecutive hours, nor have a decibel level above 90 at any given time;
- Meeting planners or event organizers should establish an attendee roster with valid cellphone number and/or emails (for contact tracing purpose) in case of a later positive test by an attendee. Event space will establish a contact list for all employees servicing the event as well.
- Event Space and customer should establish at least one "Hygiene/Enforcement-compliance Ambassador" during the group event to ensure all attendees follow the required social and physical distancing guidelines herein noted.
- One (1) hour prior to any event all venue personnel shall have their temperatures checked to ensure compliance with existing orders (i.e. temp. below the 100.4 F degrees threshold).



## **Event Requirements**

- Host will greet guests, check temperature and open door; sanitizer will be available to all guests upon arrival.
- During events all silverware/glassware shall be disinfected via high-temperature D/W-cleaning and placed on tables (when applicable) no earlier than two (2) hours prior to the scheduled event;
- Self-serve buffet-style food service will be suspended and replaced by alternative service styles; all food and beverages served shall be done by gloved and masked venue personnel
- All water and coffee stations shall be eliminated, instead only bottled water and a set of designated venue staffers will pour coffee for event attendees;
- For social events a Plexiglass barrier shall be established to surround the DJ or the band; entertainers must maintain a 10 foot distance from attendees at all times
- The meeting planner or organizer should take temperatures of their attendees prior to entering the venue or require attendees affirm their temperature is below 100.4F; those above 100.4 F degrees shall not be permitted to enter/attend
- All event attendees shall wear a face-covering while on the premises, including when going to/from the restrooms or moving to other areas of the room (exception is when they are actually eating, while seated);
- No eating or drinking shall be permitted while standing other than a speaker by him/herself while giving a toast during a social event or by a person when behind a podium separated from other attendees during a business function (afterward the microphone shall be cleaned with a disinfectant);
- During social events a dance floor may only be occupied by the requisite number of guests to provide for the approved social distancing spacing - supplemental dance floors are permitted if space allows, but also adhering to the same social distancing standards (members of the same household may dance together);
- On dance floors, visual aid decals should be adhered to the dance floor to communicate social-distancing requirements



### **Facilities Preparation**

- Install Health & Safety signage/visual aids with messaging for customers and staff with easy visibility.
- Public areas to be sprayed/fogged with EPA disinfectant products prior to events.
- Install hand sanitizing station at entrances and in common areas. Hand sanitizing stations shall be present in corners of the dance floor
- Venue to work with DJ or Band to reduce large group gatherings and ensure social and physical distance.
- All CGCC server and kitchen staff will utilize masks and gloves throughout the function. All other personnel are always required to wear masks.
- venue cleaning personnel shall wipe down with EPA disinfectant products high-touch points areas include stair railings, door handles/push tabs, bathrooms, microphones, and other relevant high touch points.
- Increased HVAC air filtration, UV lighting and ventilation.

**\*\*\* Above measures are temporary until it is safe to resume normal operations - Based on Miami-Dade County guidelines -.\*\*\***