

# SEVEN OAKS COVID-19 SAFETY GUIDELINES

## WEDDING EDITION – GUESTS & VENDORS

**Updated: June 16<sup>th</sup>, 2020**

At Seven Oaks the safety and well-being of our Guests and Team Members are our top priorities. We have been monitoring and following local and national health directives related to COVID-19 and we want to keep you informed on how this will affect our weddings and receptions.

**Please make sure everyone in your group has read this information before your event. These guidelines are subject to change without notice. It is up to you to be responsible and act in a safe manner.**

### GENERAL GUIDELINES:

- ♥ If you have been exposed to or diagnosed with Covid-19 in the last 14 days, please do not attend any event held here at Seven Oaks.
- ♥ We ask that if you are ill, please stay at home. If you are considered high risk, this is not a recommended activity. Always cover a cough or sneeze with the inside of your elbow.
- ♥ The principal symptoms of Covid-19 are fever, cough, and shortness of breath.
- ♥ *We encourage you to bring and wear a face mask for the duration of the event.*
- ♥ Seven Oaks is seating at 100% capacity while offering social distance practices.
- ♥ Tables will be set 6 feet apart.
- ♥ Please do your best to maintain a 6' social distance between yourself and our team members, and other guests you may encounter while at our venue.
- ♥ We will be sanitizing (CDC Approved sanitizer) the tables, chairs, restrooms, and door handles before the event. If you see something that you feel is unsanitary, please notify us and we will take care of the problem as soon as possible.
- ♥ Restrooms, door handles, and the bar top will be periodically sanitized throughout the event.
- ♥ Please follow the latest guidance from the CDC and the Iowa Department of Public Health for Covid-19 precautions.

### VENDOR GUIDELINES:

- ♥ All vendors when entering Seven Oaks premises must wash their hands for a minimum of 20 seconds with warm water and soap or sanitize.
- ♥ All vendors are required to bring and wear a mask while on Seven Oaks premise when unable to social distance.
- ♥ Food vendors must bring and wear a mask and gloves while serving and handling food and beverage.
- ♥ There will be no self-serve buffet. The meal must either be a served buffet or plated meals.
- ♥ All desserts must be packaged or plated individually for the safety of guests.
  - We recommend cupcakes or individually packaged desserts such as cookies or brownies.
  - If the dessert is a sheet cake, it must be cut and plated in the kitchen while the individual is wearing a mask and gloves. Utensils must also be pre-distributed onto the plates.
- ♥ Microphones are to be stationary on a stand and sanitized between uses.