



**BANQUETS SERVICES
SOCIAL DISTANCES
HEALTH AND HYGIENE GUIDELINES
As of July 1st, 2020**

PUBLIC MEETING SPACES GUIDELINES

Cleaning:

- High touch areas will be sanitized prior to the occupation of the meeting space, between meetings and frequently thereafter.
- Door handles will be sanitized frequently when the space is in use.
- Hand sanitizers will be made available in the meeting space.
- High touch areas in hotel lobbies at the Cloister, Lodge and Inn will be sanitized frequently to include banisters, tables and door handles.

BANQUET SERVICES GUIDELINES

Banquet / Culinary Team Members:

- The culinary team will continue to practice our already high standards for sanitizing and cleaning.
- Team members are required to wear gloves when handling or setting food for events and will wear masks until otherwise guided by the CDC.
- Team members will avoid touching glassware rims, plate surfaces and other areas that guests will come into contact with.
- Disposable flatware, glassware and plates will be available and used when appropriate.
- Flatware will be presented in a roll-up cloth napkin.
- Social Distancing diagrams, for meals and meetings, by meeting room will be made available by our Event Set up Team.

Food Handling:

- Buffets and Plated Meals are permitted.
- If a buffet is preferred, we will ensure attendants serve guests and patrons during the event and no one except Sea Island team members will be allowed to handle or touch food on food lines.
- To go items (Market Style) for Buffets will be offered when appropriate.

Cleaning:

- Hand sanitizer will be utilized at every event. Equipment will be wiped down with disinfectant. All chairs and tables will be disinfected after each use. Clean and soiled linens to be transported in sealed single use plastic bags, into and out of meeting rooms.

Physical Distancing:

- Recommended current state of Georgia physical distancing guidelines will be observed.
- Meeting Room Restroom attendants will be available up request.
- Pre-Set break items are available for coffee breaks.
- Pre-packaged food items are available.
- Progressive dinners are available and can be discussed with your Conference Services Manager.
- Bottled Water instead of Pitchers of water are available for each meeting room.
- Pads/Pens/Meeting Room candies will be removed from meeting areas.

For Groups over 100 attendees:

- Per Georgia Governors Order: Signage at meeting room entrance to instruct patrons “Please do not enter if you have been diagnosed, showed symptoms of, or had contact with a person that has or is suspected to have COVID -19 within the past 14-days.”
- Per Georgia Governors Order: There will be a temperature screening of all the attendees at the event entrance. Sea Island to provide the device. Meeting planners and conference services managers to manage the process for 1 hour during the first event of the day and work with meeting planner if an attendee registers temperature of over 100.4 degrees.
- Per Georgia Governors Order: If an attendee exhibits symptoms of Covid-19, a team member will report this to a resort leader. The leader will then implement the isolation rules in place to have the guest isolate in their guest room, or the attendee, if local, will be expected to leave the convention immediately.
- Per Georgia Governors Order: Distancing markers and stanchions are available for guiding guests for groups over 100 attendees during registration.
- Per Georgia Governors Orders: Plexiglas will be supplied to meeting planners (up to 3) for their conference registration desk by Sea Island – For groups over 100 attendees.
- Meeting Room Restroom attendants will be available up request.