



OSTHOFF BANQUETS COVID-19 PRECAUTIONS

The Osthoff Resort banquets team is committed to ensuring guest and employee safety, by following all local and state safety guidelines.

Safety Measures

- All indoor and outdoor seating options will comply with the appropriate social distancing guidelines
- We will follow local capacity guidelines
- Hand sanitizer will be available upon entry and exit
- Common areas will be frequently cleaned and sanitized
- Place settings, utensils, menus, check presenters, pens, and condiments will be cleaned and sanitized after every use
- Hand sanitizer is provided next to self-service beverage stations
- Guests may not refill their own drinks or self-serve unpackaged food (e.g., breads, pastries, cereals, etc.). Only staff may provide refills and will use a new cup or mug for refill
- Staff will roll silverware in designated sanitary areas and rolled silverware/napkins will be stored in sealed bags. Once removed from the sealed bags, utensils may not be reused, even if they have not been unwrapped. Silverware will not be preset on tables
- Shared condiments have been removed from tables. They will be provided upon request and sanitized after usage, or single-use containers or disposable packets will be provided

Additional Staff Precautions

- Staff will complete a daily health survey
- Staff have received additional SERV Safe training
 - Food Handlers Training
 - Managers Training
- Staffing has been increased to help with adhering to all guidelines
- Timely updates with manager on the COVID guidelines from
 - CDC
 - Sheboygan Health Department
 - WRA
 - NRA
 - WEDC



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Meetings

- Tables and chairs will be spaced in accordance with social distancing guidelines
- Pens, pads, and candies will not be provided
- Tray jacks and garbage cans in each room
- Hand sanitizer at the entrance to meeting rooms
- Suggest assigned seating for the entirety of the event
- Suggest ample break time to refresh rooms

Evening Room Refreshing

- All frequently touched surfaces sanitized
- All linens changed
- Suggest personal items removed each evening

Meal Table Settings

- Suggest dining in meeting room when possible
- Tables will be set with rolled silverware
- Salt, pepper, cream, sugars available upon request
- All condiments will be individual servings

Food and Beverage Service

- Buffets contain individually packaged/single-serving items, which guests may take themselves



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Breakfast Options

- Plated Breakfast: served entrées, coffee and orange juice, mealtime limited to one hour
- Continental items will be individually packaged or individual servings

Breaks

- Prepackaged items

Lunch Options

- Plated lunch
- Boxed lunch station

Dinner Options

- Plated dinner

Beverages

- Soda and water will be iced in bins
- Coffee available

Receptions

- Reception area will provide ample space, including room for dining
- Food will be individual servings or packages; displays/tray-passing suspended



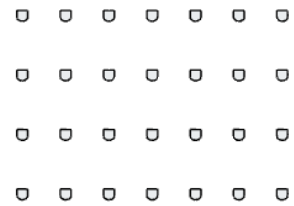
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Room Arrangement Options

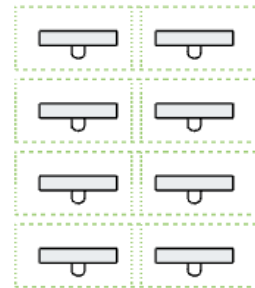
Based on information from the CDC and WEDC, tables and chairs will be spaced in accordance with social distancing guidelines.

Rooms Set with Social Distancing

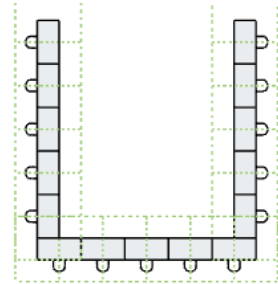
Theater Style - One chair every 6 feet, each row 6 feet apart



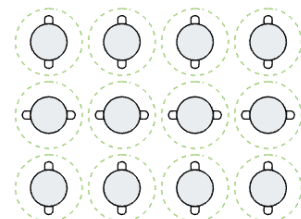
Classroom Style - One table and chair every 6 feet, each row 6 feet apart



U-Shape Style - Tables placed in u-shape, one chair every 6 feet



Rounds - Two chairs per 72" round table, tables placed 6 feet apart, chairs placed across from each other





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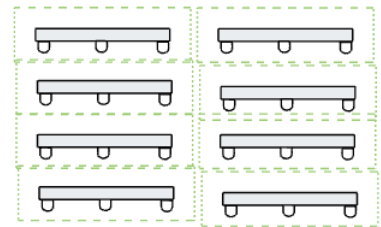
Room Arrangement Options

Based on information from the CDC and WEDC, tables and chairs will be spaced in accordance with social distancing guidelines.

Rooms Set with Modified Social Distancing

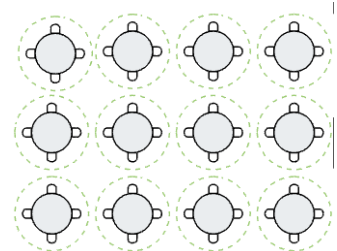
Theater Style - Same as above

Classroom Style - Three chairs per every 8-foot table



U-Shape Style - Same as above

Rounds - Four chairs per 72" round table, tables placed 6 feet apart, chairs placed across from each other, guests are not 6 feet apart, but roughly 3 feet apart



Rounds - Six chairs per 72" round table, tables placed 6 feet apart, chairs placed across from each other, guests are not 6 feet apart, but roughly 2 feet apart. This is suggested for family events where members of the same household dine together

