



## **Hanover Manor COVID-19 Preparedness Plan**

**Hanover Manor** is committed to providing a safe and healthy environment for all our employees, guests, visitors, and vendors. To ensure we have a safe and healthy environment, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our establishment and communities, and that requires full cooperation among our employees and management. Only through this cooperative effort, can we establish and maintain the safety and health of all persons in our business.

Management maintains the overall authority and responsibility for the plan. However, management and employees are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Our managers and supervisors have our full support in enforcing the provisions of this plan.

Our employees are our most important assets, and we take their safety and health seriously. Employee involvement is essential in developing and implementing by reviewing the current New Jersey Department of Health (DOH) Health and Safety Standards for Indoor Dining and the Governor's Executive Orders.

### **Employee Protocol**

Employees with a fever of 100.4 or higher will not be permitted to work and will be directed to follow the proper protocols of the CDC.

Employees will always also be required to wear face coverings and gloves.

Employees are instructed to wash their hands immediately after entering the building and frequently throughout the day. Hands free sanitizer dispensers/stations are also placed in the kitchen and restroom areas.

Buffet and cocktail hour stations will be protected by plexiglass covering and will be served by our employees.

### **Cleaning and Disinfection Protocol**

Regular practices of cleaning and disinfecting have been implemented, including a routine cleaning, and disinfecting of food surfaces, equipment, and restrooms. Frequent cleaning and disinfecting are being conducted on high-touch areas.

## Social Distancing Employees, Guests, Visitors and Vendors

Upon arrival, valet has been suspended to reduce contact and guests will self-park.

Social distancing of at least six feet will be implemented and maintained between employees, guests, visitors, and vendors.

Individuals or groups will be seated six feet apart in all directions from any other table or six feet of distancing will be maintained between employee and guest except for when employee is serving or cleaning.

Seating will be maintained at the maximum allowed 8 guests at a 72-inch round table (normally 12 guest max).

We are providing DJ a list of social distancing announcements to make throughout the event.

## Hand and Respiratory Hygiene

Hands free sanitizer dispensers/stations are at entrances and in areas throughout our establishment for employees, guests, and visitors.

Face mask signage will be posted throughout our establishment.

Guests, visitors, and vendors will be required to wear face coverings while in our establishment or unless individuals with a medical reason limits their ability to wear a mask or is a child under two years of age. Face coverings can be taken off when seated.

Main Restrooms have touchless toilet flushometers, sink & soap dispensers.

## Ventilation Protocol

Increased natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.

**Hanover Manor prides in making your day special and is not only committed to your safety, but also make all our guests feel comfortable. We are committed to making each moment extraordinary for our guests by focusing on service, quality, and professionalism.**

**Any questions or concerns, we are here to help.**

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