INTRODUCTION

The Covid-19 pandemic has thrust the entire restaurant and events industry into a challenging and ever changing environment. Larkspur has implemented this playbook for the safety of our guests, our staff, and our community.

As always, the end goal remains the same: to provide true hospitality. Though the memories we will create together might not be exactly as imagined, Larkspur is committed to making them impactful and lasting none the less.

- Larkspur Events & Dining
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The most common symptoms of COVID-19 may include headache, sore throat, fever, dry cough, inability to taste and smell, shortness of breath, ear-aches, body aches, diarrhea, fatigue, vomiting and abdominal pain.

**Staying home when sick:** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home except to get medical care. Do not visit public areas. Stay at home for 10 days from the start of symptoms AND 72 hours after being fever free, whichever is longer and as long as your symptoms are significantly improving.

Per Safer at Home Executive Order: D 2020 044, no vulnerable individuals can be compelled by their employer to return to work if their work requires in person work near others.

**Contact a doctor and get tested quickly within 48 hours.**
Monitor your symptoms. Call before you go.
Visit [https://sites.google.com/eaglecounty.us/covidtestingsites/home](https://sites.google.com/eaglecounty.us/covidtestingsites/home) for information about testing sites near you and cost.

**Take care of yourself.** Please get rest, stay hydrated, and follow your doctors recommendations to help you feel better.
**When to return to work:**

You can return to work following 10 days from the start of symptoms AND 72 hours after being fever free, whichever is longer and as long as symptoms are significantly improving. You may also return to work at the direction of your doctor or the public health department. Ask if your medical provider is able to provide a doctors note authorizing you to return to work. Before returning to work you must follow the guidance from above.

**Follow ECPHE and CDC recommendations.** *

- COVID-19 Isolation and Homecare Recommendations
- CDC What to do if you are sick

*See a manager for Copies of these two documents.
Employees will be screened for symptoms daily when reporting to Larkspur to work. Symptoms may include: headache, sore throat, fever, dry cough, inability to taste and smell, shortness of breath, ear-aches, body aches, diarrhea, fatigue, vomiting and abdominal pain.

Our safe practices for daily screening are; having your temperature taken using a touchless forehead thermometer, and a verbal check-in to see if you are experiencing symptoms. Daily health check temperatures and answers will be documented and filed by your manager for our records.

Please be honest in your responses! ALL of our health, livelihoods, and the health of our community rely on everyone telling the truth.

Employees who are sick or symptomatic will be sent home and asked to contact their medical provider via phone. All surfaces will be disinfected and cleaned that the employee touched.

Anyone who is employed by (L) and had close contact (was within six feet) with the ill employee during the time the employee exhibited symptoms, and two days before, will be closely monitored and will not be called in to work if symptomatic or sick.
Regular hand-washing is one of the best ways to kill germs, avoid getting sick, and prevent the spread of germs and viruses to others. Whether you are at home, at work, traveling, or out in the community, handwashing is important.

Employees will be required to wash their hands often with soap and warm water for at least 20 seconds, especially after touching your face, blowing your nose, coughing, sneezing, after eating, touching used cutlery and/or plates, and handling of money.

Hand sanitizer that contains at least 60% alcohol, must be used every 30 minutes throughout the shift. Hand sanitizer stations will be provided throughout larkspurs kitchens, dining rooms, bars, entrances and exits.

Touching any part of you face should be avoided at all costs.

Kitchen employees must wear larkspur provided latex gloves when handling all food items.

All employees must wash hands before and after plastic glove use.
Useful Tip: (The use of gloves does not provide safety from cross contamination).
Wearing face coverings is an effective and simple precaution you can take to help greatly reduce the spread of COVID-19. Although physical distance between yourself and others is most important, there is a wealth of scientific research that confirms their effectiveness, specifically against COVID-19.

All Larkspur’s employees will be required to wear their own personal face covering to work, and then Larkspur will provide a uniform face covering for the shift.

Larkspur will provide one cloth face covering per shift. The face cover will be returned to larkspur at the end of each shift to be laundered and sanitized.

Before putting on a face covering, Larkspur employees will be required to clean their hands with alcohol-based hand sanitizer or soap and warm water. At all times please do not touch the front part of your face covering; only touch the ties of the face covering.

Larkspur will require guest to wear face coverings at all times when not consuming food or beverages in our venue.
Social distancing, also called “physical distancing,” means keeping space between yourself and other people.

Larkspur employees will maintain adequate distance between themselves and others of at least 6 feet whenever possible. Service will require you to at times, come in close contact with other employees and guests. These instances should be kept brief and as infrequent as possible.

There is not to be handshaking, high fives or fist bumps by employees. Unnecessary gatherings of employees is prohibited.

Larkspur will implement one way paths whenever possible. Please follow directional markings and yield signs for right of ways at bottle neck areas.

Larkspur traffic flows will be configured into counter clockwise pathways.

We have designated work stations for food prep and cooking, service stations, glass washing/polishing, and dishwashing. These areas are clearly marked and must be adhered to.
Disinfecting, Use of Cleaning Supplies and Protocols

General Outline

All Disinfecting will be performed using gloves and a spray bottle of peroxide diluted to 6 ounces per gallon of water. This solution has a 45 second kill time and is non-caustic. PPE is not required when peroxide is diluted to this appropriate ratio. An automatic dilution dispenser is located in our mop closet for the spray bottle. Surfaces are to be sprayed with the peroxide disinfectant and then wiped with the designated peroxide towel that stays with the spray bottle.

The normal use of multi-quat sanitation solution and Scout cleanser for sanitation will still be used in conjunction with our disinfecting solution to maintain Larkspur's high standards of cleanliness and sanitation. The disinfectant peroxide cleaning schedule as outlined below is an ADDITION to our rigorous regular cleaning protocols.

Disinfecting Schedule:

Bar and Satellite Bars - Service staff will disinfect bar tops, faucets, sinks, and all other high touch surfaces. All items that can go into our high temp disinfecting dishwasher will do so after each use.
Frequency - Every three hours then reviewed by a manager and logged on our disinfectant schedule.
Dining Room - Service staff will disinfect all tables, chairs, door handles, surfaces, trays, jack stands, and all other high touch surfaces. All items that can go into our high temp sanitizing dishwasher will do so after each use. Frequency - Every three hours then reviewed by a manager and logged on our disinfectant schedule.

Kitchen - Kitchen staff will disinfect all door handles, light switches, tables, sinks, faucets, and all other high touch surfaces. Peroxide disinfect that will be used on food prep and cooking surfaces must be rinsed and wiped down after the application and then sanitized using our multi-quat solution. All items that can go into our high temp sanitizing dishwasher will do so after each use. Frequency - Every three hours then reviewed by a manager and logged on our disinfectant schedule.

Public Rest Rooms – Service staff will disinfect all surfaces in the public restrooms including toilet seats, stall door handles, sinks, and dispensers. Frequency - Every three hours then reviewed by a manager and logged on our disinfectant schedule.
Service Stations - Service staff will disinfect tables, door knobs, light switches, countertops, drawer handles, customer counters, coffee and tea equipment, POS machines, check presenters, wine buckets, pens, and all other high touch surfaces. All items that can go into our high temp sanitizing dishwasher will do so after each use.
Frequency - Every three hours then reviewed by a manager and logged on our disinfectant schedule.

Employee Restrooms – All employees will disinfect the toilet seat, light switch, door knob, flush handle, soap dispenser, sink handles, faucets and any other high touch surface.
Frequency - Restroom must be disinfected after EACH USE.

Cleaning Supplies – Kitchen staff will disinfect broom handles, mop buckets, spray bottles and all other cleaning items. Mop buckets will be run through the high temp pot and pan washer at the end of every shift. All items that can go into our high temp sanitizing dishwasher will do so after each use.
Frequency - Once a day at the end of the shift.
Meeting/Conference Rooms - Service staff will disinfect tables, chairs, door knobs, light switches and all other surfaces.
Frequency - After each use.

Offices - All management staff will use their dedicated office workspace maintaining a six foot distance from the next workspace. Management must clean their desktops, door knobs, light switches, keyboards, phones, mouse and all other high touch surfaces.
Frequency - At least 1 time per day at the end of the shift.
Guidelines for Social Distancing

Everyone attending an event at Larkspur is asked to be vigilant in protecting yourself, your family, friends, fellow guests, our employees and our community by pledging to honor:

5 Commitments of Containment:

1. I will maintain 6 feet of social distance.
2. I will wash my hands often.
3. I will cover my face in public.
4. I will stay home when I am sick.
5. I will get tested immediately if I have symptoms.

Seating capacity cannot exceed 8 guests per table keeping a minimum distance of 6 feet of distance between households or individuals.

During cocktail hour, ceremonies, and/or after parties groups throughout Larkspur should not be any larger than 8 persons and primarily consist of household members. Each group should maintain 6 feet of social distance from the next group.

Guests should avoid hugs, handshakes, and other forms of physical contact between individuals that are not from the same household or group.
Larkspur will provide security personal to aid in the adherence of State and county protocols.

Dance floors are not prohibited, but will have demarcated areas that discourage open mingling and provide guests the ability to separate by 6 feet. Larkspur is equipped with an excellent venue wide sound system and ample space for social distancing. Consider having your guests dance throughout the venue in compliance with social distancing between groups of 8.

Areas in front of bars will be stanchioned so guests can easily social distance in the event of queuing.
Special Provisions for Non-Local Residents visiting Eagle County

Any person that is not a Local Resident that travels to or visits Eagle County must be free of any Symptoms consistent with COVID-19 before arrival.

If any Symptoms consistent with COVID-19 are present in the 10 days prior to arrival in Eagle County, the non-Local Resident must not travel to Eagle County.

All non-Local Residents will self-screen for Symptoms each morning during their travel within Eagle County.

All non-Local Residents that develop Symptoms consistent with COVID-19 during their travel within Eagle County should: Adhere to Self-Isolation requirements in outlined in the section titled: Guidelines for self isolation and quarantine

Contact a local healthcare provider for guidance and to schedule COVID-19 testing as quickly as possible.
Guidelines for contact tracing

Registration or use of guest contact lists are highly encouraged to be able to follow up with event attendees and participants to complete contract tracing should an attendee or employee at the event test positive for COVID-19 illness.

Assigned seating or grouping is encouraged to enable follow up with contact tracing should an attendee later test positive for the virus.

Guidance for guest experiencing symptoms or for guest who have come in contact with someone with Covid-19

Do not allow anyone to attend your event in person if they are experiencing symptoms of any illness

Guests should screen themselves for signs of illness before attending an event. Symptoms include headache, sore throat, fever, dry cough, inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain.

Guests that develop symptoms during the event, should be immediately isolated from other guests, sent home, and encouraged to contact a medical provider for guidance on testing.

If you have any signs or symptoms of COVID-19 you should stay home and contact your medical provider.
Guidelines for self isolation and quarantine

All guests that experience symptoms of COVID-19 should isolate away from others, and contact a local health care provider for guidance and schedule a test for COVID-19.

Individuals experiencing Symptoms of COVID-19 must Self-Isolate for a minimum of ten (10) days from the start of Symptoms AND until they are fever free for a minimum of 72 hours (without the use of any fever-reducing medications) AND as long as Symptoms are significantly improving. This includes people that have tested positive, people awaiting their test results, and people who have Symptoms but have not been tested. Individuals experiencing Symptoms should contact a local health care provider for guidance and to schedule COVID-19 testing as quickly as possible.

Individuals in close contact (e.g. family members, travel companions, sharing same lodging, and anyone within 6 feet for longer than 10 minutes) with a guest with COVID-19 symptoms should quarantine for 14 days.

Adhering to isolation and quarantine requirements may prolong a guest(s) stay. Lodging management should work with these guests to continue lodging arrangements at the guest’s expense or as negotiated with lodging management for the remainder of the isolation/quarantine period.
Expectations and Guidance for Our Vendors

Speakers, preachers, and/or performers (i.e. bands) must be a minimum of 25 feet of distance from patrons, unless the performance is completely separated (i.e., sealed off) from patrons to maximize distance between them and the front row of attendees.

Vendors must comply with all guidelines set within this playbook including but not limited to: mask wearing, social distancing, self-screening for symptoms of Covid-19 by vendors and their employees, hygiene, disinfecting, and any other industry specific guidelines that are applicable.