☑ CHECKLIST FOR WEDDING RECEPTION VENUES

A wedding reception held in a restaurant should follow the restaurant protocols. Wedding reception services held at other indoor locations are limited to 75% of the facility's total listed occupancy. Wedding receptions held outside are strongly recommended and are not subject to an occupancy limit. Employees and contractors of the wedding reception venue are not counted towards the 75% occupancy limitation. All employees and customers must wear a face covering (over the nose and mouth) wherever it is not feasible to maintain six feet of social distancing from another individual not in the same household.

The following are the minimum recommended health protocols for all wedding reception venues choosing to operate in Texas. Those venues may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, and attendees.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Wedding reception venues should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Those venues should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.

Health protocols for serving your attendees:

- ☐ Groups maintain at least 6 feet of distance from other groups at all times, including while waiting to be seated at the reception.
- ☐ Make a hand sanitizing station available upon entry to the reception.
- ☐ No tables of more than 10 people.
- ☐ Dining:
  - ☐ Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table
  - ☐ Provide condiments only upon request, and in single use (non-reusable) portions or in reusable containers that are cleaned and disinfected after each use.
  - ☐ Use disposable menus (new for each patron), or clean and disinfect reusable menus after each use.
  - ☐ If a buffet is offered, venue employees and/or contractors serve the food to attendees.

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Health protocols for your employees and contractors:

☐ Train all employees and contractors on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.

☐ Screen employees and contractors before coming into the venue:

☐ Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

☐ Do not allow employees or contractors with new or worsening signs or symptoms listed above to return to work until:

- In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
- In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

☐ Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).

☐ Have employees and contractors wash or sanitize their hands upon entering the venue, and between interactions with attendees.

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- ☐ Have employees and contractors maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced

Health protocols for your facilities:

- ☐ Consider having an employee or contractor manage and control access to the venue, including opening doors to prevent attendees from touching door handles.
- ☐ Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, and chairs.
- ☐ Regularly and frequently clean restrooms, and document the cleanings.
- ☐ Disinfect any items that come into contact with attendees.
- ☐ Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, contractors, and attendees.
- ☐ Consider placing readily visible signage at the venue to remind everyone of best hygiene practices.
- ☐ Clean and disinfect the area used for dining (table, etc.) after each group of attendees depart, including the disinfecting of tables, chairs, stalls, and countertops.
- ☐ Clean and sanitize the venue daily.
- ☐ For venues with more than 10 employees or contractors present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the venue are being successfully implemented and followed.