



Sunrise Banquet Hall & Event Center

620 Orange Drive
Vacaville, CA, 95687

RE: Our COVID-19 Response Plan 2021

Our Response

Nothing is more important than the health and safety of our guests and staff, and we are continuing to closely monitor the response of the CDC, the California Department of Public Health (CDPH), and other state & local officials. We are following the guidelines set forth by our Government agencies and we will adhere to their requirements.

We have made considerable efforts updating our facility and developing procedures for reopening in a post-COVID world. **As time progresses, more directives and policies will be advised and here at Sunrise we are well-equipped to adapt to changes quickly, safely, and efficiently.** Since many other states have already reopened and the events industry is operating 'normally', their experiences have help shed light onto best practices. We are involved in many national groups and organizations made up exclusively of event venues, and communication is very strong among our industry. This shared knowledge will help us develop effective strategies, and will greatly benefit all of us in opening safely.

Post-COVID Measures & Strategies

During this downtime we have been working diligently to mitigate risk and develop procedures for the a safe and inviting environment for our guests. Here are some new strategies we are adopting to help reduce risk and slow the spread of COVID-19:

General

- ✓ Hand Sanitizer and Disinfectants are being purchased for guest use and will placed at various locations in the facility, including the entrance, bars, food service; etc.
- ✓ Each table will be restricted to 6 or less people, and will be designated for a particular household or office group so as to prevent the mixing of family units.
- ✓ Tables will be spaced 10+ feet from one another in order to maximize social distancing.
- ✓ All clients will be provided access to our in-house microphone system in order to ensure everyone is able to partake in festivities and hear everything clearly.
- ✓ We will work with you or your videographers if you are planning to rent our Projectors for webcasting or live-streaming to family or staff joining the event remotely.
- ✓ Sunrise staff will develop food service strategies to minimize cross-contamination, in accordance with your event needs – whether they be served, to-go, plated, or buffet.
- ✓ No congregating or milling about in the lobby, bar or restrooms whenever possible. People should sit at a table.
- ✓ Guests will be not be allowed to reuse cups at bars or beverage stations
- ✓ We will release a few tables/people at a time for buffets or food pick up.

- ✓ We will eliminate all non-essential in-person consultations in favor of phone meetings.
- ✓ Directional signs will be posted for traffic flow.
- ✓ Signs posted to let guests know to constantly observe and maintain the recommended six feet distance and to wear their mask.
- ✓ Vendors will be required to have a supply of Disinfectant items with them at their vendor table and to wipe down their products/items regularly

Entry Screening

- ✓ Mask use will be enforced whenever possible & violators will be asked to leave.
- ✓ Everyone entering the facility must have a mask and if they do not bring one, they will be provided with one at no charge. Disposable gloves will also be available by request.
- ✓ Security will be opening front doors for guests and ensuring families enter one at a time to maintain adequate distancing.
- ✓ Occupancy will be monitored and we will have one line to enter the facility. Sunrise will have staff observing & counting guests as they come and go to make sure we are below occupancy requirements.
- ✓ Sunrise staff will be checking the temperature of every guest entering the facility, and individuals with elevated temperatures or COVID symptoms will not be allowed into the facility. All points of entry will be strictly monitored.

Staff Directives

- ✓ Staff will be wearing gloves and masks during events
- ✓ All staff will be required to stay home if they are experiencing any flu-like symptoms and their temperatures and symptoms will be monitored and recorded when they arrive.
- ✓ Avoid close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) with people who are visibly sick and practice physical distancing with staff and patrons.
- ✓ Do not share phones or personal protective equipment (PPE).

Signage

We will continue to communicate CDC guidance with our employees and guests & CDC approved signage will be posted throughout the facility to remind everyone to:

- ✓ Wash hands often with soap and water for at least 20 seconds
- ✓ Avoid touching eyes, nose or mouth with unwashed hands
- ✓ Avoid close contact with people who are sick
- ✓ Cover your mouth and nose when coughing or sneezing.
- ✓ Wear your face mask the entire time you are inside the facility.
- ✓ Do not enter Sunrise if you have a fever, cough, or other COVID-19 symptoms.
- ✓ Always maintain your recommended six feet distancing.

Cleaning Standards

In addition to continually upholding our high standards of cleanliness, we are implementing enhanced cleaning procedures and protocols, with increased focus on high traffic areas such as:

- ✓ Faucets and toilet flush levers
 - ✓ Light switches
 - ✓ Doorknobs and locks
 - ✓ Kitchen equipment
 - ✓ Entrance and exit doors
 - ✓ Chairs
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We are extremely optimistic about the future. We will continue to do our part in reducing risk and we will do our best to keep you informed of the situation. We look forward to working with you in creating a special event for you and your guests. On behalf of our family, I wish you the absolute best and hope your loved ones remain happy, healthy, and safe.

Warm Regards,

Jeevan Sidhu

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Director of Operations