



# GUIDELINES FOR COVID-19

Procedures and Protocol for Safety

THE  
FELT  
FACTORY  
By Romano's Catering

1523 E. WINGOHOCKING ST.  
PHILADELPHIA, PA 19124



# MESSAGE FROM MANAGEMENT

Our team at The Felt Factory will continue providing the elevated service our guests have grown to love over the years while keeping in mind our responsibility to keep the community around us safe.

We are a company that prides ourselves on adapting to the needs of our clients as the world around us is always evolving and at this current moment, providing a safe environment for all has become a focal point of our operations. This will allow us all to get back to celebrating life's grand moments in a healthy and memorable fashion.

Focusing on the safety of our customers and employees is important to us. To honor everyone's safety, we will be implementing the following procedures for as long as the state and our team deems necessary.

- The Felt Factory Management Team



# WHAT'S NEW?

## Protocol for cleaning during the event and social distancing

1. We will be scheduling a sanitation staff member for each event in order to wipe down high touch areas including but not limited to door knobs, handles, counter tops, light switches, to ensure cleanliness throughout an event.
2. Sanitizer stations will be available and designated for both the staff and clients and our employees will be trained on how to restock these items.
3. Event attendance is to be determined per the Philadelphia Department of Health's guidelines. This number includes guests, vendors, and front of house staff.
4. Client must provide a complete guest list for all event attendees including an email address and the guests origin prior to the event.
5. We can have no more than 10 people at one table.
6. Tables must be 6 feet apart at all times.



# WHAT'S NEW?

## Protocol for the staff

Pre-shift video for up to date CDC guidelines must be watched by each staff member

1. Staff will be required to wear gloves and masks for the duration of their shift. We will supply black gloves and washable masks. Gloves will need to be changed out regularly throughout their shift including staff frequently washing their hands.
2. All employees are required to complete a daily self - diagnosis before reporting to work. If anyone has a fever of 100.4 or above or respiratory symptoms, please contact your scheduling manager to make them aware of your condition.
3. Temperature checks will be administered to each staff member upon entry of the building and prior to clocking in. Log will be taken of employee temperatures.
4. Any staff members with symptoms or a temperature will be sent home before entering the facility.
5. The Felt Factory will keep records of all staff, vendors, and guests at each event for 60 days per the standards of Pennsylvania's Department of Health.



# WHAT'S NEW?

## Protocol for the bar and stations

1. Bartenders will have Plexiglas stanchions placed between each bartender.
2. Social distancing will be practiced by guests around the bar area by standing 6 feet apart from each other while waiting in line.
3. Each station will require tooth picks instead of tongs and all hors d'oeuvres must only be handled by the guests with toothpicks instead of tongs.
4. Translucent partitions will be placed between the food and guests for stations.



# WHAT'S NEW?

## Protocol for guests and The Felt Factory cleaning staff

1. Signage to remind guests of safety protocols during the event.
2. Masks must be worn by guests while entering and exiting the venue. Extra masks will be available for guests who forgot them.
3. Guests will enter and exit through separate facility entrances and exits.
4. Hand sanitizing stations will be present for guests to use.
5. Furniture will be arranged in all public spaces to promote physical distancing.
6. Intensive cleaning will be performed between each function.
7. Anything brought to the attention of our staff relating to the safety of everyone will be brought to a manager's attention immediately.

# WHAT'S NEW?

Expectations for our staff and guests



## HOW TO WEAR A MASK

SAFETY ADVICE



WASH YOUR HANDS BEFORE WEARING A MASK



ENSURE THE COLORED SIDE FACING OUT



SECURE THE STRINGS AROUND YOUR EARS



FIX THE METALLIC STRIP TO FIT OF THE SHAPE OF THE NOSE



STRETCHING THE MASK TO COVER YOUR CHIN



DO NOT TOUCH THE MASK WHILE USING IT



REMOVE THE MASK FROM BEHIND BY HOLDING THE STRINGS WITH HANDS



PUT THE MASK IN THE TRASH WITHOUT TOUCHING THE FRONT



1 WATER AND SOAP



4 FOCUS ON THUMBS



2 PALM TO PALM



5 BACK OF HANDS



3 BETWEEN FINGERS



6 FOCUS ON WRISTS

## HOW TO WASH YOUR HANDS



*Be Safe*



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