

# District Winery Safety Protocols & Procedures

District Winery takes the health and safety of our staff and our clients very seriously. Given the spread and concerns surrounding the coronavirus or “COVID-19,” we vow to remain vigilant in our safety protocols and operational policies, as outlined below.

## Our Promise to You

- All staff must complete a mandatory Health Screening and temperature check before entering the building for their shift. Any staff member experiencing fever or other CoVid-19 symptoms will not be allowed to enter the building.
- Staff will wear a face mask at all times.
- Staff are required to wear gloves when working with any food or beverage elements.
- Staff must change gloves and / or thoroughly wash their hands with soap and water after handling any item that has been used or touched by a guest.
- All commonly touched surface areas will be sanitized on an hourly basis by a District Winery team member.
- District Winery will abide by current local guidelines and regulations regarding safety and social distancing measures for event set up and flow.
- District Winery may provide Security to monitor event privacy, incidental misconduct throughout the building, and enforce social distancing / face mask policies.

## Event Safety

- We ask that any guest experiencing fever or other CoVid-19 symptoms in the last two weeks to please stay home to avoid the risk of possibly infecting others.
- Guests are advised to sanitize their hands upon entry to the building, as well as to wash their hands with soap and water often.
- Hand sanitizer will be provided throughout the event space by District Winery. There are also restrooms on every floor that guests may use to wash their hands with soap and water at their leisure.
- We request a full client / guest list for contact tracing purposes. This is to be provided by the primary Event Client.
- Guests must wear a face mask upon entering the building.
- **Guests must wear a face mask unless they are seated.** This includes when going to the restroom, ordering at the bar, moving between tables, dancing, or anytime when moving from one location to another. Face masks do not need to be worn at tables while eating and drinking.
- **Food or beverage may only be consumed while seated.** This applies to Cocktail Hour, Dinner, and Post-Dinner.
- If a guest begins to experience symptoms during the event, we ask that they let the Event Manager know and go home immediately.
- We require **all** vendors to wear face masks at all times.
- Tasteful and appropriate signage will be displayed throughout the building to remind guests of District Winery’s safety protocols.
- District Winery is not responsible for any guests failure to comply with posted signage or the above guidelines, and reserves the right to ask any guest to leave who is not accommodating the above and/or is placing District Winery staff in danger as a result of non-compliance.

## Operational Information

The District Winery building has ample space that allows us to safely host events in both Phase 2 (maximum 50 guests) and Phase 3 (maximum 250 guests) as currently outlined in the ReOpen DC plan.

We are able to utilize our space in many ways in order to accommodate our events. Per the **Table and Room Assignments** clause in our contracts: *Rooms will be assigned and tables laid out (e.g., placed within the assigned rooms) at the sole discretion of District Winery and will be based upon the Actual Count. District Winery reserves the right to reassign space within the Event Venue based upon any fluctuations in anticipated attendance. Subject to District Winery's final decision in its sole discretion, every attempt will be made to honor the Event Client's room assignment and table placement requests.*

We have a robust HVAC system that is built on the most recent building code. The entire building has a dedicated outside air unit that's purpose is to bring fresh air into the building. All of our units are regularly serviced.

### Phase 2 Wedding Event Flow Gatherings of up to 50 Guests Allowed

#### Guest Arrival

- Guests are welcome to arrive as early as 30 minutes prior to ceremony start time. District Winery will provide complimentary passed wines & waters for early arrivals. Guests will proceed directly to ceremony space (if applicable).
- District Winery staff will collect empty glassware from guests 5-10 minutes prior to ceremony start time.

#### Ceremony

- The ceremony may take place inside the event space or outside on the terrace.
  - Event Client may assign ceremony seating, if preferred. Otherwise, chairs will be in groups of 2-6 with rows spaced 6' apart, according to the final guest list.
- Guests may remove their face masks once seated.
- The ceremony will be dismissed by row by either the Officiant or the DJ / Musician.

#### Cocktail Hour

- Guests must remain seated during Cocktail Hour. No food or drink may be consumed while standing. If a guest would like to move to a different table, they are welcome to do so, as long as they take a seat once they move. Face masks must be worn when walking from one table to another.
- Location & Set Up
  - Cocktail Hour may take place on either the Terrace (preferred) or the Mezzanine.
  - Guests will be seated at a mix of high tops and standard low seating for groups of 2 - 6. The Event Client may choose to assign Cocktail Hour seating, but it is not necessary.
- Flow
  - Guests will immediately find their seats at a mix of high tops and standard low seating.
  - Wine will be passed to guests once they are seated, and additional drink orders will be taken.
  - Staff will serve guests a personal composed Antipasti plate.
  - Staff will continuously serve passed Hors d'oeuvres to guests.
  - Staff will continuously take drink orders and serve guests.

- Guests may remove their face masks to take photos.

#### Reception

- Guests will be asked to be seated table by table from Cocktail Hour.
- Set Up
  - Tables and/or seating will be a minimum of 6' apart.
  - No more than 6 guests may sit at any one table.
  - Event Client will assign seating.
- Flow
  - Bread & Butter will be pre-set at each place setting.
  - Upon guests being seated, staff will welcome, take drink orders, and inquire about any dietary restrictions.
  - Suggested: Couple Introduction / First Dance / Parent Dances / Welcome Toast
  - Salads Served
  - Vendor Meals Served
  - Salads Cleared; Entrees Served
  - Suggested: Toasts
  - Suggested: Cake Cutting
  - Entrees Cleared; Dessert Served; Coffee & Tea Service
  - Guests are able to move to casual seating on Terrace or on Mezzanine after dinner. Bar will be open for service.
  - Dance floor open (if applicable)
    - Masks MUST be worn on dance floor.
  - No food or drink may be consumed while standing.
- Face masks must be worn at all times when not seated (ie, when moving from location to location, when ordering at the bar, when going to the restroom, etc).
  - Exception: Face masks do not need to be worn during signature dances or toasts.

# District Winery Safety Protocols & Procedures

District Winery takes the health and safety of our staff and our clients very seriously. Given the spread and concerns surrounding the coronavirus or “COVID-19,” we have implemented, and require adherence to, the following guidelines.

- We ask that any guest experiencing fever or other CoVid-19 symptoms in the last two weeks to please stay home to avoid the risk of possibly infecting others.
- Guests are advised to sanitize their hands upon entry to the building, as well as to wash their hands with soap and water often.
- Hand sanitizer will be provided throughout the event space by District Winery. There are also restrooms on every floor that guests may use to wash their hands with soap and water at their leisure.
- Guests must wear a face mask upon entering the building.
- **Guests must wear a face mask when moving through the building and private event space,** such as when going to the restroom or anytime when moving from one location to another. Face masks do not need to be worn at tables while eating and drinking.
- **Food or beverage may only be consumed while seated.** This applies to Cocktail Hour, Dinner, and Post-Dinner.
- If a guest begins to experience symptoms during the event, we ask that they let the Event Manager know and go home immediately.
- We require all vendors, including event planners and day-of coordinators, to wear face masks at all times.
- Tasteful and appropriate signage will be displayed throughout the building to remind guests of District Winery’s safety protocols.
- District Winery is not responsible for any guests failure to comply with posted signage or the above guidelines, and reserves the right to ask any guest to leave who is placing District Winery staff in danger as a result of non-compliance.
- We request a full client / guest list for contact tracing purposes. This is to be provided by the primary Event Client.