



Covid Handbook

Dear Friends,

We have missed you and cannot be happier to inform you that from now on we are re-opened for service indoors at 25% capacity. Walk-Ins and reservations are welcome.

First and foremost, we are tremendously grateful for your support as we reopen.

Above all else, our first priority is your health and safety. To that effect, we are implementing a comprehensive set of sanitation and service procedures that follow the state and city guidelines.

That said, we are working as hard as we can to offer you and your families a great dining experience again.

As we adjust to this new world, we kindly ask for your patience and cooperation. One person per party will be required to give personal contact information for COVID-19 tracking and tracing purposes. This is to ensure the health and safety of our staff and guest, in the case of an outbreak.

We are happy to taking care of you all again and pushing through this pandemic safely together. Sincerely, Shelter Family

Introduction

The health and safety of our staff, guest, and their families is the most importance to us. We are closely following the guidance and recommendations from NY state and the CDC, while continuing to elevate our standard operating procedures. It is our responsibility to be proactive during these challenging times in a united effort to keep everyone safe and healthy

ACTIONS TO PREVENT COVID-19

Stay home if sick:

» Stay home if you are sick unless you are leaving for essential medical care (including ---testing) or

other essential errands

Physical distancing:

» Stay at least 6 feet away from other people

Wear a face covering:

» Protect those around you » You can be contagious without symptoms and spread the disease when you cough, sneeze or talk » A face covering will greatly help reduce the spread of COVID-19

Practice healthy hand hygiene:

» Wash your hands often with soap and water or use hand sanitizer if soap and water are not available; clean frequently touched surfaces regularly; avoid touching your face with unwashed hands; and cover your cough or sneeze into your sleeve, not your hands

CLEANING OF OUR FACILITIES

CLEANING | SANITIZING | DISINFECTING BEFORE AND AFTER SERVICE

Our facilities will be deep cleaned with sanitizing solutions every night by our staff. In addition, before the restaurant opens each day, the following will be undertaken: » Thorough disinfection of all tables, chairs and shared surfaces »

» Disinfection of all bathroom surfaces » Disinfection of all kitchen equipment surfaces All restrooms, FOH and BOH stations will be properly stocked with: » Hand sanitizer » Disposable face masks » Disposable gloves *All duties will be logged into a digital journal with time, date and area

CLEANING | SANITIZING | DISINFECTING DURING SERVICE

During service it will be essential to keep



cleanliness and disinfection procedures ongoing. We will frequently disinfect » High-touch, non-food contact surfaces and equipment »

PROTOCOLS FOR OUR STAFF STANDARD OPERATING PROCEDURES

To ensure that our employees and our guests are protected we are following a number of precautionary initiatives Mandatory health screening procedures: » Mandatory hand wash/temperature check before clocking in. [results will be logged daily] . 1. COVID-19 symptoms in the last 14 days 2. Close contact with a person who is positive for COVID-19 3. Temperature check log with a touchless thermometer 4. Any employee with temperature above 100 degrees fahrenheit will be sent home and asked to produce a COVID-19 test before returning to work

STAFF PROTECTIVE GEAR

Every employee receives a disposable mask daily but is welcome to bring their own mask from home

INTERACTING WITH OUR GUEST WHAT TO EXPECT

Tables and seats will be disinfected thoroughly after a party has departed Signage is posted to allow flow to and from the restroom without overcrowding Hand sanitizer is available in multiple locations around the restaurant Contact with guests will be kept to a minimum, to that effect: