

For the health and safety of the staff, students, and guests, new protocols and procedures have been implemented. The following guidelines are aligned with CDC recommendations and will be strictly enforced at the Little Dinner Series during the 2021 spring semester.

Series Modifications

- The number of events has been reduced to six (6) dinners.
- Guest capacity will be limited to 50%, with a maximum of 50 people per dinner.
- The cocktail reception has been removed in order to reduce concentration of people in common areas.
 - There will no longer be a self-service buffet. Each room will host a smaller buffet serviced by students wearing gloves and masks. Tables will be asked to approach in an organized fashion, table-by-table.
 - Stationary food will be handled by only one (1) staff member using sanitized utensils and gloved hands (table service).
- Signs will be posted throughout the venue to reinforce social distancing and clearly define the maximum capacity for each room.

Venue Layout and Seating

- In order to follow social distancing, seating arrangements will be redesigned and allow a wider flow for students/guests to move throughout.
 - (Layout provided)
- Guests will be seated six (6) to a table.
 - Tables will be sold as a unit to ensure that every guest seated at a table of six has specifically agreed to be seated with their tablemates.
- Event staff has been reduced to twenty-four (24) students
 - Twelve (12) guest-facing staff will be divided among the dining rooms, equaling three (3) staff per room.
- All doors in dining room areas will be propped open to increase airflow.
- The kitchen work spaces have been separated to the greatest extent possible.
 - A commercial ventilation system (in addition to fans on either side of the kitchen) continuously promotes airflow.

Guest and Staff Policies

- Masks are required.
 - Students and staff (including UCC staff) must wear a mask at all times.
 - Guests can remove their mask while seated at their table.
- Upon purchase of tickets, guests must indicate that they:
 - Are in good health, do not have COVID19, and do not have any symptoms of COVID19.
 - Guests will be required to re-confirm upon arrival.
- In order to purchase tickets, guests must agree not to hold the Dedman College of Hospitality, Florida State University, or any affiliate of these entities liable for the spread of COVID19.
- Temperature checks are required as soon as guests exit the elevators.
 - Anyone exhibiting symptoms and/or running a temperature (99° F or higher) will not be permitted.
- Check-in will be a touch-free process.
 - No printed tickets are needed. Following check-in, guests will be escorted to their table.

Sanitation

- Sanitation, disinfection, and cleanliness is continuously reinforced.
 - Priority on high touch points.
 - Sanitation logs will be maintained to ensure that common areas are being disinfected regularly.
 - Sanitation stations will be provided in dining rooms, bathrooms, kitchen, dish area, etc.
 - Increased inventory of PPE, cleaning chemicals, sanitizer, and disinfectant on-hand.
 - Disposable gloves will be worn by staff at all times.
- The kitchen area - including every piece of equipment contained therein - has been professionally cleaned and serviced.
- All equipment, tools, utensils, flatware, silverware, glassware (and the like) involved in event production is washed, disinfected, and sanitized in a high-temperature (180-degree wash temp) dish machine.
 - Includes further cleaning of all equipment using a 4-stage process (wash, rinse, sanitize, air-dry)
- A large inventory of gloves and masks will be on hand for use by students, staff, administrators and faculty.
- All linens and laundry are professionally washed and delivered in hermetically sealed packaging between each event.
- Entire space is cleaned, disinfected, and sanitized (daily and nightly) by the University Center Club custodial staff.

Medical Policies

- Anyone (student, staff member, guest) exhibiting any symptom should stay home until:
 - Quarantine duration has expired following a COVID test, OR
 - No fever present for 72 continuous hours without the use of fever-reducing medication,
AND
 - Any symptoms have improved over that time period, AND
 - At least 7 days have passed since first onset of symptoms
- Staff and students will be evaluated upon arriving to event setup. Temperature checks are required.
 - Anyone exhibiting symptoms and/or running a temperature (99° F or higher) will be sent home.