



Trolley Barn Covid-19 Protocol: Weddings and Private Events

Our top priority during the COVID-19 pandemic is to keep our guests and staff healthy. We are following the CDC, State and Local guidelines related to special event gatherings during this time and have also implemented additional precautions to keep our venue as safe as possible.

Our warming kitchen has been thoroughly sanitized and we have increased frequency of disinfecting floors, surfaces, restrooms, and kitchen areas during and post-event. Additionally, our event attendants are trained in personal cleanliness and hand washing; and have been instructed to not come to work with even the slightest of symptoms. We remain in constant monitoring of the Georgia Department of Public Health and the Centers for Disease Control to stay current with the latest updates and recommendations. Below are some of the measures and guidelines in place to protect both our event guests and staff. These will be in place indefinitely until we have more direction from local and state governments as well as the CDC.

Client Responsibilities:

- Guest list must not to exceed the venue's amended maximum guest count
- Guests that are 65+ or immunocompromised should be encouraged to remain at home and enjoy the event virtually
- Client should remind guests to social distance themselves by six feet
- Client should encourage guests not to attend the event should they show even the slightest symptoms
- Client should work with DJ or Band to determine a feasible plan for dance floor (ie: small groups invited to dance at a time)
- Client should seat guests by household
- Client must supply masks for guests to wear during the event
- Client must hire additional staff (either via TB or caterer) to act as bathroom attendant, ensuring one guest at a time per restroom and sanitizing hard surfaces post-visit
- Client must sign the safety protocol acknowledgement prior to event

Trolley Barn Responsibilities:

- TB Executive Director will screen event attendant and officer (if present) at the start of the shift to ensure that they do not display any symptoms of illness
- TB will provide all event team members with face masks
- TB will provide signage requesting guests to social distance
- TB will provide signage instructing guests to wear masks at all times other than when consuming food or drink
- TB will provide hand sanitizer placed at entrance to venue and at bar
- TB will provide plexiglass shields at bars
- When possible, doors to venue entrance to be propped open
- No self-serve buffets: TB will require caterers to convert self-serve buffets to staff attended stations
- TB staff to sanitize high-touch areas during event
- TB to ensure Client has signed the safety protocol acknowledgement prior to event