

SAFETY & SANITATION PRACTICES

Updated November 9th, 2020 | Subject To Change

JPO is committed to continue upholding the highest standard of safety & sanitation practices.

We are carefully following all city & state mandates and will adjust our practices to meet and surpass the ever-changing guidelines for our industry. In addition to what is required, we have implemented a number of measures across all locations & services to help ensure the safety of our guests & team members.

The list below includes our current protocols for our Venues (event facilities), Commissary Kitchen, Delivery Vehicles, Office & Team Members. We are also proud to offer a range of *optional* additional safety & sanitation services that clients can utilize upon request.

Thank you for your interest in working with JPO Concepts. As we continue to learn how to navigate the situation alongside our industry peers, we welcome any of your ideas & feedback.

Included in this guidebook are the following topics:

Section 1 | Venues (Event Facilities)

- 1.1 Deep Cleaning Venues
- 1.2 Floorplans
- 1.3 Maximum Guest Capacity
- 1.4 Venue Staff
- 1.5 Air Circulation / Ventilation
- 1.6 Restrooms & Kitchens
- 1.7 Outside Vendors
- 1.8 Signage

Section 2 | Optional Venue Services

- 2.1 Professional Health Screening
- 2.2 Security & Enforced Social Distancing
- 2.3 Pre-Event Electrostatic Disinfection
- 2.4 Air Purification
- 2.5 Restroom Services
- 2.6 On-Site Cleaning Attendant
- 2.7 Contactless Coat Check
- 2.8 Custom Branded PPE & Signage

Section 3 | Commissary Kitchen & Food Preparation

- 3.1 New York Department of Health
- 3.2 Staff Dress Code & Personal Belongings
- 3.3 Staff PPE
- 3.4 Sanitization
- 3.5 Social Distancing & Dedicated Workspace
- 3.6 Restricted Kitchen Entry
- 3.7 Sick Leave Policies

Section 4 | Delivery Vehicles & Personnel

- 4.1 Driver PPE
- 4.2 Dedicated Vehicle
- 4.3 Vehicle Sanitization
- 4.4 Delivery Containers
- 4.5 Contact-Less Delivery Options
- 4.6 Sick Leave Policies

Section 5 | Food & Beverage Services

- 5.1 Individually Packaged Prepared Foods
- 5.2 Passed Hors D'Oeuvres
- 5.3 Food Carts
- 5.4 Bar & Beverage Stations

Section 6 | Meetings, Site Visits & Tastings

- 6.1 Office Meetings
- 6.2 Site Visits
- 6.3 Tastings

Section 7 | Guest Guidelines & Responsibilities

- 7.1 Wearing PPE in Shared Spaces
- 7.2 Adhering to Building COVID Policies
- 7.3 Maximum Guest Counts
- 7.4 Social Distancing/Wearing PPE In Event Space
- 7.5 PPE
- 7.6 Guest Waivers

SECTION 1 | VENUES (EVENT FACILITIES)

1.1 Deep Cleaning Venue

Our facilities will undergo a deep clean at the conclusion of each event booking. Cleanings are performed by a professional Cleaning Service, NEAT Commercial Cleaning and include the following services in addition to standard practices:

- Floors mopped twice with high concentrated disinfectant
- All touch points to be cleaned with high concentrated disinfectant; including all furniture, tables/counters, door handles, light switches, elevator buttons, remote controls & electronics, sink faucet handles & restrooms

1.2 Floorplans

Event hosts may adjust our standard furniture layout in order to practice social distancing amongst attendees. JPO will have suggested sample floorplans available upon request; however, physically moving the furnishings will be the responsibility of the client & their vendors. The venue can provide disposable latex-free gloves to whomever will be making the adjustments during setup hours.

1.3 Maximum Guest Capacity

As stipulated by city & state mandates, JPO will enforce a maximum guest capacity in all of our owned & operated venue facilities. Maximum guest count will be set in advance and listed in clients agreement. Please note, maximum guest counts are subject to change so be prepared.

1.4 Venue Staff

All Venue Staff will be provided with PPE including a face mask & disposable gloves which they are required to wear for the entire duration of the booking (including setup & breakdown). All staff will be encouraged to wash their hands frequently and will be given hand-sanitizer in the event that a sink is not available.

Each event booking will be assigned one dedicated venue manager who will oversee the facility for the duration of the event. They are responsible for maintaining venue safety & sanitation practices, for ensuring all JPO team members are following protocol, and for ensuring clients are abiding by the venue policies.

Each event booking will be assigned one dedicated doorman who is responsible for enforcing venue maximum capacity, along with monitoring elevator capacities.

Event managers & doormen are not responsible for enforcing mask wearing, hand washing or social distancing of guests. We encourage hosts to notify guests of our policies in advance and can provide enforcement solutions upon request (*see optional services*).

1.5 Air Circulation / Ventilation

When possible, we will have all venue windows open for ventilation. When not possible, each venue has its own air conditioning system, which can be set to a mode which will circulate air in the room with fresh air from outside, even if the cooling system is not on. We are also offering additional air purification systems upon request (*see optional services*).

1.6 Restrooms & Kitchens

Individual disposable hand towels will be provided in all restrooms; use of cloth towels & hand driers will be temporarily prohibited until further notice.

Guests will be restricted from accessing the facilities kitchen & store storage facility to reduce potential cross-contamination.

1.7 Outside Vendors

Outside vendors will continue to be permitted. However, to ensure sure social distance is being practiced by outside vendors, deliveries and pickups must be staggered to avoid the elevator from overcrowding. We encourage clients to use our in-house services when possible.

1.8 Signage

instructional signage is placed throughout the venue to help encourage social distancing, reminding guests to keep face coverings on and practice hygiene protocols.

SECTION 2 | OPTIONAL VENUE SERVICES

The following services are available both at JPO exclusive facilities, as well as at off-premise facilities and private residences. Please inquire for additional information & rates.

2.1 Professional Health Screening

Includes testing and/or test verification upon entry. Infrared temperature testing and symptom evaluation. Two (2) health care professionals recommended for the first 50 guests + additional upon request

2.2 Security + Enforced Social Distancing

Includes two (2) guards for the first 50 guests + one (1) additional guard per 50 guests thereafter. Stationed at entry, exits and other critical control points

2.3 Pre-Event Electrostatic Disinfection

Includes electrostatic disinfection of the entire premises using EPA approved equipment. Positively charged disinfectant is designed to wrap conductive surfaces with an effective & even coverage. Safe to use on all surfaces including furniture, electronics, floors & wall coverings.

2.4 Air Purification

Standalone device covers up to 3K square feet. Patented system is only technology to produce Dry Hydrogen Peroxide (DHP) to reduce percentage of bacteria, viruses & mold in the air and on surfaces.

2.5 Restroom Services

The following additional services are available for restrooms: Disposable toilet seat covers, contactless soap dispensers & hand sanitizers

2.6 On-Site Cleaning Attendant

A cleaning attendant can be scheduled for ongoing sanitization of the facility and restrooms. Attendants will clean high-touch points on average of once every 30-minutes and will be supplied with proper PPE & sanitizing products. We recommend 1 attendant per 30 guests for proper maintenance.

2.7 Contactless Coat Check

A contactless coat-check can be setup by providing hangers & racks in an open, easily accessible space, allowing guests to handle their own jackets. Please note that the venue will not be responsible for any missing or lost items.

2.8 Custom Branded PPE & Signage

Custom branded PPE & signage can be designed, produced & distributed at the event. Minimum 2-week lead time required.

SECTION 3 | COMMISSARY KITCHEN & FOOD PREPERATION

3.1 New York Department of Health

Kitchen team to follow all department of health requirements, including having a manager on-premises with a food handler permit at all times. For more information on health department codes & our current inspection status please visit the website for the New York DOHMH.

3.2 Staff Dress Code & Personal Belongings

All kitchen team members are to remove outerwear (ie. coats) before entering the kitchen. Personal belongings from home, such as backpacks, notebooks & pens, will not be permitted in the kitchen.

3.3 Staff PPE

All kitchen team members are to wear the following PPE at all times: Face Masks, Head/Hair Coverings, Disposable Gloves. Disposable gloves are to be changed before each new task is performed to limit potential cross contamination.

3.4 Sanitization

Common surfaces (ie. countertops & sink handles) are to be sanitized after each task is completed or if a new team member needs to utilize the space, whichever comes first. The entire kitchen facility, including all floors & equipment, are to be sanitized three times per day (before shifts, mid-shift & after shifts)

3.5 Social Distancing & Dedicated Workspace

Kitchen staff members will be limited to 6 at any given time to allow for social distancing practices. Cooks will be assigned a dedicated workstation at which they will complete the majority of their tasks. Use of shared equipment is permitted while following protocol 3.4.

3.6 Restricted Kitchen Entry

The kitchen is currently not accepting visitors or clients; only JPO employees may enter the premises. Deliveries will be received outside of the kitchen at a designated table space to limit outside foot traffic in the space.

3.7 Sick Leave Policies

Company-wide sick leave policies require staff to report if they have experiencing any symptoms, or if anyone in their household is experiencing symptoms. Staff members will be required to stay home for a designated amount of time and are eligible for sick pay according to company policies.

SECTION 4 | DELIVERY VEHICLES, PERSONNEL + CONTACT-LESS OPTIONS

4.1 Driver PPE

Delivery drivers will be wearing PPE during pick-ups, in-transit & at drop-off / load-in site. PPE includes face covering & disposable gloves, in addition to head/hair coverings if handling food product.

4.2 Dedicated Vehicle

Drivers will be assigned to one dedicated vehicle for the duration of their shift. Passengers will not be permitted unless it is another JPO employee who is assisting with the delivery and following all company policies.

4.3 Vehicle Sanitization

All high-touch surfaces will be sanitized before, during & after driver shift; including at any point when driver leaves the vehicle to enter a facility, touch a product or interact with a customer. High-touch surfaces include but are not limited to: Door-handle, Steering Wheel, Keys, Shifter, Turn Signal & Climate / Audio Controls. In addition, vehicle will be taken to a professional car wash facility for an interior & exterior clean weekly.

4.4 Delivery Containers

When possible, we will utilize disposable cardboard delivery boxes that are not re-used or returned. In a circumstance where we use a round-trip plastic tote or bin, the bin will be thoroughly cleaned & sanitized when it is returned to our facility before it is reused.

4.5 Delivery Method

Our delivery team can provide a number of various delivery methods based on your preference. These include curbside delivery, dropping off with the doorman, or delivering straight to your office / home. JPO will continue to offer full catering setup for offices, upon request.

4.6 Sick Leave Policies

Company-wide sick leave policies require staff to report if they have experiencing any symptoms, or if anyone in their household is experiencing symptoms. Staff members will be required to stay home for a designated amount of time and are eligible for sick pay according to company policies.

SECTION 5 | FOOD & BEVERAGE SERVICES

5.1 Individually Packaged Prepared Foods

JPO has designed a range of 100 + individually packaged menu options ranging from breakfast, lunch & dinner to snacks & appetizers. Each menu item is prepared in our commissary kitchen (see section 3) and individually packaged in single use, disposable containers which includes disposable cutlery + napkins. A combination of menu items can be selected to create meal boxes for breakfast, lunch or dinner. *Available for home, production shoots, offices or events.*

5.2 Passed Hors D'Oeuvres

Our servers, equipped with PPE, will serve bite-sized appetizers from our Full-Service Menu in a fully enclosed, single-use dish. This way, guests can experience the fun of passed hors d'oeuvres while not having to worry about the food being exposed as it passes through crowds.

5.3 Food Carts

When feeding large crowds, our self-contained mobile food carts are a safe and convenient alternative to Action Stations. Our cook, equipped with PPE and a fully functioning kitchen, will stand inside of the unit and assemble a variety of dishes upon request. Once ready, the food will be served through a contactless "cubby-hole." Customizable with logos, colors, and florals, our food carts can also make a great addition to the ambience. Food Carts available upon request.

5.4 Bar & Beverage Stations

Our custom drink station reduces the risk of contamination by serving pre-batched cocktails. Instead of using traditional bar equipment, our "Cocktail Transformation Tower" is a safe and entertaining way to serve drinks. The liquor of choice slowly drips down through three vertical components, resulting in a finished cocktail. Instead of open containers, we will serve our drinks in single-use pouches with straws. A clear, plexi shield will be installed on bar counter to protect guests and staff. Cocktail Transformation Tower available upon request.

SECTION 6 | MEETINGS, SITE VISITS & TASTINGS

6.1 Office Meetings

Meetings hosted in the JPO offices will take place in our conference room only. The conference room will be disinfected before & after each meeting, including high-touch surfaces such as chairs & tabletops. The front reception door & conference room doors will be left ajar to decrease unnecessary points of contact.

Meetings will be limited to 4 participants in order to maintain proper social distancing. Both JPO team members & our guests will be required to wear face coverings throughout the entire duration of their meeting. Sanitizer stations available at entry/exit points.

6.2 Site Visits

Site visits conducted at either a JPO exclusive facility or an off-premise facility are permitted by an appointment scheduled in advance. Meetings will be limited to 4 participants in order to maintain proper social distancing. Both JPO team members & our guests will be required to wear face coverings throughout the entire duration of site visit.

6.3 Tastings

Tastings will be hosted at JPO offices and take place in our conference room only. The conference room will be disinfected before & after each tasting, including high-touch surfaces such as chairs & tabletops. The front reception door & conference room doors will be left ajar to decrease unnecessary points of contact.

Tastings will be limited to 4 participants in order to maintain proper social distancing and we encourage clients to attend only with others within their household or group. Both JPO team members & our guests will be required to wear face coverings throughout the entire duration of their tasting *except when eating or drinking*. Sanitizer stations available at entry/exit points.

Food & beverage preparation and serving will follow all above mentioned protocols (See Section 3).

Section 7 | GUEST GUIDELINES & RESPONSIBILITIES

7.1 Wearing PPE in Shared Spaces

When entering, leaving, & standing/waiting in shared lobby spaces in the building, guests are required to wear face coverings or masks.

7.2 Adhering to Building COVID Policies

The building, separate from JPO Concepts event space, may have their own set of COVID protocols. It is the guests responsibility to respect and follow any and all policies put forth by the building (i.e. temperature scans).

7.3 Maximum Guest Counts

The maximum guest counts allowed indoors is set by NYS FORWARD and must be followed at all times. There are no exceptions & guests cannot pay additional for a higher guest count.

7.4 Social Distancing/Wearing PPE In Event Space

JPO Concepts strongly recommends social distancing of at least six feet & to wear a face covering/mask at all times. It is strictly the host(s) responsibility for guests behaviors and actions while inside any of JPO's contracted spaces.

7.5 PPE

JPO Concepts is not responsible for providing the host, guests, or host's vendors with PPE. All PPE must be acquired and worn prior to entering the building.

7.6 Guest Waivers

The host and guests may be required to sign JPO Concepts COVID-19 waivers prior to entering the event space. Failure to sign any and all liability waivers will result in denial of entry and no refunds will be provided.