

GOT PAELLA

And affiliates



COVID-19 Safety Protocol

Got Paella is here to see this through safely to the other side.

Based on the current status of the coronavirus, Got Paella LLC and it's affiliates has implemented a back on track plan with many safety features to keep guests and staff as safe as possible by encouraging physical distance and avoiding contact as much as possible while still celebrating life's special occasions.

This roadmap is subject to change. State and Local Governments are expected to deliver new guidance on a regular basis. If at any time California state or local governments decide to pause or even return to an earlier stage, Got Paella will do the same.

Our Ask of Got Paella Hosts and Planners

Setting the Event up for Success

Guests & Considerations

- responding effectively to COVID-19 is a shared responsibility
- please encourage ALL your guests to stay home if they are not feeling well
- if guests do not feel comfortable being at large gatherings, please let them know it's ok and show them you support their decision
- people with high-risk health conditions should remain at home whenever possible
- we highly encourage hiring a professional to live stream your event to associates, family and friends who are not in attendance, especially a ceremony
- be aware detailed contact information of the entire guest count could be required
- vendor partners on site will be required to wear masks, gloves and adhere to safety protocol
- accept our addition of a wellness monitor to manage the COVID measures for events over 50

WE ARE GRATEFUL FOR YOUR CONTRIBUTIONS, BY WORKING TOGETHER WE CAN OVERCOME THIS CHALLENGE.

Got Paella Offices and Facility Safety Protocols

Keeping the team and our visitors safe

Air Filters -all air filters are frequently replaced and are the highest grade available to keep our air circulated and clean

Meetings -guests will be asked to reschedule if they have had any symptoms associated with COVID-19

Clean up, Clean Up -following every visit doors, chairs, tables, surfaces are thoroughly sanitized

Mandatory Hand Washing -signage will remind staff on arrival, everyone is required to wash their hands thoroughly for 20 seconds

Full Time Staff Members -are asked to regularly wash their hands well and use sanitizer on doorknobs, light switches, faucets, handles and shared surfaces

Equipment -all shared kitchen or office tools are required to be sanitized after use; wipes and sanitizing spray will be handy in each work area

Close Contact Avoided -always maintain six-foot distance from co- workers and guests

FDA Standards Maintained for Illness Reporting -we will adhere to the safety protocol spelled out by the associated food & drug officials

Food Preparation -COVID safety certified staff only; masks and frequently changed gloves mandatory in the kitchen

Tastings -private tastings will commence here with enhanced cleanliness standards and your utmost safety and happiness as our goal

100% COVID-19 Safety Certified Team

Every Got Paella Employee!

Each and Every Year

In order to work for Got Paella Catering the entire staff must re-train and must be re-tested to make sure our standards are maintained

This Year We Have Mandated That Each Team Member also

- have temperature taken on arrival
- complete the ServSafe COVID -19 Precaution training video
- review proper hand washing protocol and why it matters
- learn best glove use and practices
- learn best mask use and practices
- learn the new Got Paella set up procedures to ensure the safety of our guests
- understands what COVID-19 symptoms are and what to do if you have them

Got Paella Transmission Barriers

Adapted Operations to Keep Everyone Safe on Location

- **Reinforcing Hand Hygiene** -led by the example of Got Paella signage and supervisors, staff, vendor partners and guests should have hand washing needs met and followed with conveniently located sinks, soap, paper towels, tissue boxes, waste dispensers and sanitizers
- **PPE** -Got Paella staff personal protective equipment will be provided (white disposable gloves and masks)
- **Physical Distance** -enforced for set up and in food prep area of 6 feet with more tables and additional staff as needed, break times will be staggered to avoid groups and plates will be made for vendors / staff by a chef
- **Zero Attendance by Unwell Guests or Staff** -anyone with symptoms of illness should stay home
- **Arrival Protocol** -staff to minimize employee interaction with personal items by leaving handbags, jackets and phones in their car, check into work on location, washing of hands will be followed by reiteration of the importance of cleanliness and a simple health survey
- **Food Preparation** -while COVID-19 is not a food borne illness, Got Paella Catering food and beverage service sanitation habits will be rigorously enforced to ensure comfort and safety for all