



A Letter to All Guests of Springfield Country Club

Greetings!

We hope this note finds you safe and well. Whether you are about to be a guest at our venue, or considering attending an upcoming event, we want to provide you with the latest health, wellness and safety measures currently in place at Springfield Country Club. It is our goal to provide a welcoming environment that safeguards the health and well-being of our guests and staff in accordance with government guidelines and mandates. We appreciate your cooperation and understanding as we aim to operate our business to the best of our ability during these challenging times. As a guest of Springfield Country Club, here is a general list of the latest policies and things to expect...

CONTACT INFORMATION

- Your event host is required to submit their full guest list to Springfield Country Club in advance of their event. The information required to be submitted includes first and last names of all event attendees along with their phone number and city/state of residence. This information will remain on file to be utilized for contact tracing purposes, if necessary.

WELLNESS CHECKS

- All staff members and vendors are required to conduct pre-shift temperature checks. Anyone with a temperature exceeding 100.4 degrees F will be sent home and asked to self-quarantine and/or seek medical attention.
- All guests are asked to conduct temperature checks at home prior to attending an event at our venue. Please do not come to the venue if you have a fever or if you are experiencing COVID-19 related symptoms.

MASKS / PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All staff members and vendors are required to wear masks. Culinary staff will also wear gloves as appropriate.
- All guests are required to wear masks, as per government regulations. Masks may only be removed to eat or drink when seated at a table, or while outdoors and able to maintain proper social distancing. Masks are required on dance floors, at the bar, and while seated during indoor ceremonies.



- REMEMBER...My mask protects you. Your mask protects me. Our masks protect us all!

SOCIAL DISTANCING

- Our staff is practicing social distancing while in the workplace.
- Guests and vendors are also asked to practice safe social distancing and are encouraged to follow the signage in place for direction and assistance.
- Tables will be spaced appropriately to allow for proper social distancing while seated.

CLEANING

- Our staff is frequently sanitizing high-contact areas.
- We have hand sanitizer and hand washing areas for guests, vendors and staff.
- Staff members are also practicing frequent hand-washing and we encourage guests to do the same.
- Deep cleaning of the venue is also conducted on a regular basis.

EXPERIENCE

- If bar service is permitted...
 - Guests approaching the bar to order drinks are required to wear a mask. Unmasked guests will not be served.
 - Please socially distance yourself as you wait to order a drink from the bar.
 - After receiving your drink from the bartender, please return to your seat to remove your mask and enjoy your beverage.
- If bar service is not permitted...
 - A member of our staff will be available to take your beverage order and serve it to you to consume while seated at your table.



- Only seated guests can be offered butlered hors d'oeuvres because masks are only optional when sitting at the table.
- When it's time to hit the dance floor... put your drink down, put your mask on, and have fun!

RISK

- While we are fully committed to offering you a safe and positive experience as a guest at our venue, please acknowledge and understand the following risks:
 - Event attendance is voluntary and includes possible exposure and / or illness from infectious diseases including but not limited to COVID-19. While following safety rules and personal discipline may reduce this risk; the risk of exposure still does exist.

Thank you for taking the time to read up on our latest health and wellness policies and what to expect as a guest at Springfield Country Club. Please keep in mind that because these measures are all based on the latest guidelines, things may adjust so that we continue to maintain compliance. All updates to our policies will be shared with your event host. We look forward to seeing you soon!

Sincerely,

Springfield Country Club Management