



Villa Borghese COVID-19 Update

Our Commitment to you:

As we navigate this difficult time, we at Villa Borghese would like to assure our clients, guests, employees and community that your safety is a top priority. We would like to use this forum to make you aware of our current plan to reopen the venue; and provide service in a safe and efficient manner. Currently our plan reflects Phase 3 guidelines and recommendations. As time progresses and the situation evolves, we anticipate that guidelines will be updated. The guidelines have been fluid. We will do our best to keep you informed of any changes.

Villa Borghese has enacted its policies in accordance with the guidelines and recommendations from NY State. Our plan outlines guidelines for social distancing, cleaning, sanitizing and screening. We have also modified and amended many services with the safety of our patrons and employees in mind. Villa Borghese will ask all clients for assistance and cooperation in enforcing these guidelines.

In accordance with NY State's guidelines, Dutchess County has entered phase 3 of the NY Forward Reopening Plan as of June 23, 2020. The phase 3 guidelines allow for business in the food industry to operate at a 50% capacity. The use of our ballrooms at 50% allows occupancy for each space as follows:

- **The Grand Ballroom-**
- **The Crystal room-**
- **The Garden room-**
- **The Grand Ballroom/Crystal room -**
 - All guest tables can have up to 10 guests; and must be separated by 6ft.
- **Social Distancing requirements**
 - All tables in banquet and cocktail rooms as well as chair rows in ceremony areas will be set-up with 6 ft of space between them.
 - Any person who is/has been sick or has been around a sick person is asked not to enter the venue.



- Any person traveling from a designated area with significant community spread as highlighted on the NY state website who has not completed a 14 day quarantine is asked not to enter the venue.
- All employees both in the kitchen and dining rooms will remain 6 ft apart when possible.
- **Mask use:**
 - All patrons, guests and visitors are required to wear the facemasks when not seated.
 - All employees will wear masks or face coverings while in the venue.
- **Cleaning/Sanitizing**
 - All occupied areas will be cleaned and sanitized on a daily basis after each use. This includes the banquet and cocktail rooms, ceremony spaces, bathrooms, municipal areas, bridal suites, kitchen and food prep areas as well as office space. All areas will be cleaned and disinfected in accordance with CDC protocols.
 - Hand sanitizing stations will be available in all banquet/cocktail rooms as well as municipal areas.
 - All bathrooms will have hand washing stations and hand sanitizer available.
 - All bathrooms will have tissues and hand paper available.
- **Screening**
 - All employees will be required to have their temperature taken prior to the start of their shift. Those whose temperatures do not fall below CDC guidelines will be sent home.
- **Villa Borghese will post signage reflecting the following:**
 - Our policies regarding masks and social distancing.
 - The locations of our bathrooms and hand sanitizing stations.
 - Proper hand hygiene and hand washing techniques.
 - Proper cough etiquette.
- **Dining room set-up :**
 - Each table will have no more than 10 seats; and will be 6 ft apart from another.
 - All silverware will be rolled into a napkin for each individual guest.



- Disposable salt, pepper and sugar packets will be individually provided to each guest, so that no items on the table should be handled by more than one person.
- Bread baskets and butter will not be provided.

- **Cocktail hour set-up:**
 - Each table will have no more than 10 seats; and will be 6 ft apart from another.
 - All silverware will be rolled into a napkin for each individual guest.

- **Food stations and passed hors d'oeuvres (if applicable):**
 - Food stations will not be set-up for self service.
 - There will be no municipal use of serving utensils
 - Food station items will be served and plated by our staff.
 - Passed items will be plated and handed to guests individually.

- **Food service:**
 - In addition to masks, all employees will be required to wear disposable gloves during food service.

- **Dance floors:**
 - A dance floor will be part of your banquet room set-up unless otherwise requested.
 - Currently, there are no guidelines which prohibit dancing. It is recommended by NY State that guests socially distance and maintain 6 ft of space between them.
 - The dance floor can be marked if desired.

We hope this information was helpful; and again we will do our best to get you up to date information as it becomes available. Our office is reopened; and as always please feel free to contact us if you have questions about your event. ***In an effort to monitor the traffic in and out of the venue, we do ask that for the time being you do contact us and schedule an appointment if you would like to visit the venue.***