




Joseph Ambler Inn's

COVID-19 GUIDE

A guidebook to our reopening, cleaning
procedures, and general information
during COVID-19

More info at www.JosephAmblerInn.com



The Joseph Ambler Inn continues to deliver top of the line service to our clients and guests. We are continuously working towards providing new and innovative ways to make each experience memorable.

We are taking the Coronavirus/COVID-19 seriously and have instilled additional precautions for our employees to provide you with a safe and sanitary facility.

Over the last several months, numerous changes to our operations and physical facilities have taken place.

The following pages offer information on steps we are taking to ensure that all of our guests and staff remain safe during this time.

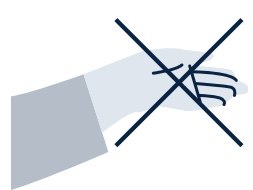
Our new procedures are meant to meet or exceed those recommended by the CDC and local health officials.

We are constantly educating ourselves on the best practices to create a safe environment. While these circumstances are ever changing, we ask for your patience and thank you for your continued support.

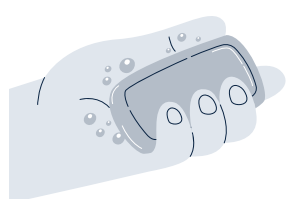
Best Regards,
Staff and Management of the
Joseph Ambler Inn

Employee and Guest Health

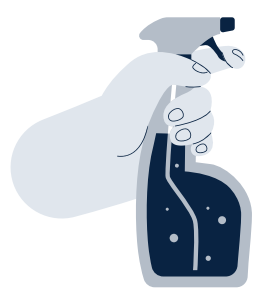
Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



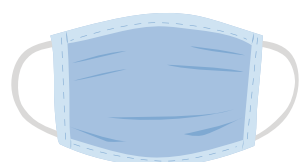
Clean hands at the door and schedule **regular hand washing** reminders



Disinfect surfaces like doorknobs, tables, and desks regularly



Avoid touching your face and cover your coughs and sneezes



Masks are required when not seated at your table or in the privacy of your room

#Socialdistance dining

-Hand sanitizer available at Host Stand

-Masks required when walking to table

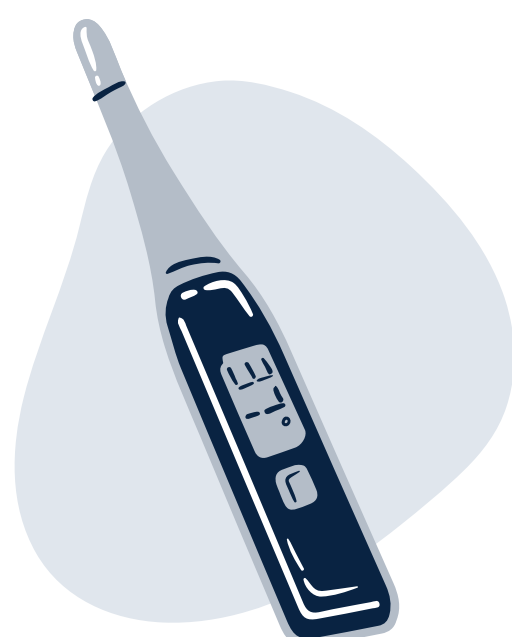
-Tables situated 6ft apart

-Menus sanitized after each use and available by QR Code



Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



SOURCE: CDC.GOV

Walk ins welcome!

We ask that you wait for your table in your car or an outdoor area specified by host. We will text or call you to let you know your table is available!



HOUSEKEEPING

COVID-19 Event Practices and Procedures

COMMON AREAS

- Cleaning and sanitizing commonly used areas at least 3 times per day.
- Added focus on disinfecting of commonly touched surfaces (for example hand rails, door knobs, light switches, tables, and chairs.

HOTEL ROOMS

- Disposable items have been added to the room including individually wrapped cups, soap, shampoo, conditioner, and lotion.
- Upon check out, guest rooms are left quarantined for a minimum of 24 hours if possible.
- Added attention has been placed on sanitation of TVs, remotes, and high touch areas.
- Room Attendant Service during multiple night stays has been suspended. Fresh towels will be provided each day of your stay. Fresh linens are available upon request.
- Gloves and masks are worn by all Room Attendants during cleaning of the room.

ENHANCED CLEANING AND DISINFECTION

- Buildings or specific rooms where a COVID-19 positive person will be assessed on a case-by-case basis. All contaminated linen will be transported in sealed bag to avoid cross contamination

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- Room Attendants will allow 48 hour quarantine period followed by a deep cleaning of the room and all surfaces in and around room.

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- Disposable gloves, masks, and aprons will be provided to protect Room Attendant from contamination.

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- All Housekeeping staff has undergone advanced training on the safest procedures to follow in case of exposure or contamination.

FRONT DESK OPERATIONS

Social distance guidelines are posted throughout Front Desk area. Guests are asked to socially distance themselves from guests they are not traveling with.

All guests are required to wear face masks or a face covering while in the front desk area. Masks or face coverings are also required when traveling through the property. Masks are able to be removed while eating, drinking, or in their hotel room. For those who do not have one, a mask will be provided. Those who refused will be denied entry.

Staff must stay at least 6 feet apart or the minimal mandated government distance. We will have one Front Desk Attendant per shift with a maximum of two employees during high volume times or shift changes.

Contactless check-in and check-out procedures have been added. Receipts will be emailed upon check-out.

All staff are required to wear face masks while inside the building. Masks will be provided for those who do not have one. Those who refuse will be denied entry to the building.

All high touch areas and counter tops will be cleaned after guest interactions.

All newspapers and magazines have been removed from the Front Desk Area.

The Front Desk will be cleaned each hour using disinfectant wipes and sprays.

Work stations and phone will be cleaned before and after each shift.

Employees are encouraged to work on one computer and one phone during their shift.

Should crossover happen, surfaces will be disinfected.

Restaurant and Bar

Experience:

- Masks are required whenever walking through the property. Guests may remove their mask once seated at their table. Guests who refuse to wear masks will be denied entry.
- Condiments such as salt and pepper will be available by request and sanitized between each use.
- Servers will place food and beverage items directly on table.
- Seating will be spaced at least 6 feet from other tables, walkways, and entryways.
- Due to limited seating to promote social distancing, reservations are highly recommended. Walk ins are welcome but must remain in socially distant areas assigned by host until their table is available.
- Hand sanitizer is available at the Host Stand and throughout the dining area.
- JPub seats will be available with 6 feet between groupings for a maximum of 4 people. Standing or lingering in the JPub is not permitted at this time.

Cleaning Protocols:

- Signs with CDC Guidelines are posted throughout restaurant and dining areas.
- Staff will sanitize tables and chairs between each seating.
- Servers will sanitize their hands between use of POS terminals, serving of drinks and food, and collection of touched items such as menus, check presenters, etc.
- Service stations, host podium, counters, and trays to be sanitized at least once per hour.
- Menus are laminated and will be sanitized between each use.
- All reusable guest contact items (check presenters, pens, candles centerpieces, etc.) will be sanitized between each use.
- Kitchen will be deep cleaned and sanitized at least once per day.

Staff Protocols:

- Servers will wear masks throughout their shifts. They will be provided with a mask if they don't have one and will be given a new one if needed.
- Servers and staff are to practice safe social distancing when possible.
- Servers and kitchen staff will adhere to strict hand washing practices.
- Kitchen staff will wear masks and gloves at all times.

Event Guidelines

The Joseph Ambler Inn has implemented certain requirements, guidelines, and expectations to maximize the safety and health of your guests. It is our continued goal to provide a safe and enjoyable event space for you to create new memories. We have outlined our new procedures below.

To best serve you and your guests, we ask for a Point of Contact from your event. This will be our main contact person to communicate with throughout the duration. We ask that your Point of Contact be ready to assist in compliance of requirements.

Face Masks/Coverings:

Guests and staff are required to wear a face mask/covering except when seated at their table. The Joseph Ambler Inn will provide signage throughout the property and at each table.

We ask that you communicate this to all of your guests and vendors.

Should we see that guests are not following this requirement, we will politely let your Point of Contact know.

Social Distancing:

Guests are required to follow the CDC's recommended social distancing guidelines. The Joseph Ambler Inn will provide signage throughout the property and at each table.

Should we see that guests are not following this requirement, we will politely let your Point of Contact know.

Contact Tracing:

Governor Wolf has mandated that the "event host maintain a list of all guests in attendance including phone number and expected location after the event."

It is not required that you share this information with us but we highly recommended keeping a record.



Event Guidelines Continued

Seating Arrangements:

The Joseph Ambler Inn will follow local health departments guidelines on maximum capacities. Guidance has suggested that tables be grouped by common relationships or household.

We ask that you consider these guidelines when making your seating charts.

Dance Floor

While guidance on this is quite unclear, we believe that it is encouraged not to have this area. However, we will allow you the option and provide a dance floor if requested.

Please note that eliminating the dance floor will allow for more socially distanced table seating.

The Food

While plated, sit down meals are suggested, buffets set ups are still available. You have the option of adding staff to change from self serve to served. Buffets will have 6 feet between server and guest.

Wedding Cake

While guidance on this is also unclear, we believe it is encouraged to have at least 6 feet between guests and your cake. We encourage you to speak with your bakery about a cutting cake that you can cut for pictures and serving cake or cupcakes for guests. The Inn will cut and serve the serving cake.

Live Music/DJ and Other Vendors

Live Musicians and DJs must remain 6 feet from all guests and staff.

Vendors must wear face masks or coverings at all times.