

CALAMIGOS RANCH COMMANDMENTS FOR ALL EMPLOYEES

While anything outside of complete self-isolation poses a risk of transmission, at Calamigos Ranch and with the support of our affiliate companies, we have committed to taking every step possible to protect both our staff and our guests.

By setting an easy-to-follow, succinct and transparent protocol we pledge to meet and exceed state and federal guidelines to keep both our family and your family safe.

The following are our Commandments that require the honesty and awareness of both our staff and our guests to truly be effective.

This means if you feel ill or have been in contact with somebody that is ill you can help keep our Ranch safe by self-isolating.



- **All Staff will receive a Pre-Screening Questionnaire a minimum of 5 days prior to any scheduled shift.**



- **All Staff upon entering the ranch will go directly to North 40 Employee Parking to complete the Daily Health Screening prior to admittance.**



- **Upon clearance all staff will be issued their Initial Sanitation Kit.**

Each Department and venue will have additional sanitation kits. The Initial Sanitation kit is intended to support travel from employee parking to their specific shift location.



- **All Staff is required to "scrub in" upon entry to the ranch.**

This can be accomplished at a designated Sanitation Station by either washing hands with anti-microbial soap or by using alcohol-based hand rub.



- **Throughout your shift all employees are required to practice social distancing at a minimum of 6'.**



- **All employees are required to wear PPE (personal protective equipment) i.e. Gloves and masks worn at all times and to be replaced at intervals throughout the shift.**

The above commandments are your commitment that you understand and will adhere to local laws and company policies as well as understanding you will not be able to work if unable to comply and/or if you appear ill.

CALAMIGOS RANCH COMMANDMENTS FOR ALL GUESTS ENTERING THE RANCH

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This means if you feel ill or have been in contact with somebody that is ill you can help keep our Ranch safe by self-isolating.



- **All guests will adhere to a Daily Health Screening prior to entrance.**

This will take place at the fork in the road where guests will be temperature checked, answer the necessary questionnaire before granted access. Upon admittance guests will be given directions to their specific event location, café or resort.



- **If you do not pass the Daily Health Screening, or if you appear ill, you will not be granted access.**



- **All guests will be required to “scrub in” upon entry to the ranch.**

This can be accomplished at a designated Sanitation Station by either washing hands with anti-microbial soap or by using alcohol-based hand rub. Sanitation Stations will be available at the entrance to every facility as well as throughout the entire property.

WEDDINGS & EVENTS COMMANDMENTS

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The following are our Commandments that require the honesty and awareness of both our staff and our guests to truly be effective.

This means if you feel ill or have been in contact with somebody that is ill you can help keep our Ranch safe by self-isolating.

1 All clients understand that Calamigos reserves the right to deny entry should any guest not pass a Daily Health Screening test administered upon entry.

2 All guests are required to “scrub in” upon entry to the ranch.
This can be accomplished at a designated Sanitation Station by either washing hands with anti-microbial soap or by using alcohol-based hand rub.

3 Restrooms will adhere to Calamigos protocol of “Close and Clean” every hour.

4 Bathrooms are redesigned to function for as close to contactless use as possible.
In areas where it is not possible to be contactless, we will have Personal Protective Equipment, i.e. disposable gloves, masks for use. Calamigos event space restrooms will be fitted with automatic faucets, sensors for toilet paper, automatic toilet seat covers, and automatic door handle sanitizers.

5 Calamigos Ranch has implemented a Sanitation team dedicated to cleaning all high traffic surfaces.

Sanitation team is visible in white smocks.

WEDDINGS & EVENTS COMMANDMENTS

6 All weddings ceremonies will be performed with a minimum of 6' separation between unrelated guests.

Guests who live together or are close family are the only exceptions that will be able to occupy side by side seats. We will work with each bride and groom to, based on ceremony size; offer additional ceremony location options to accommodate larger guest counts. Our sales team is also working with brides and grooms to limit seating in lieu of standing during the ceremony in order to accommodate social distancing.

7 All reception seating charts will be configured to take advantage of the indoor/outdoor nature of all our event facilities.

All events will be supplied with 30% additional seating to allow guests to safely social distance during receptions.

8 All meal service will be executed as food stations.

There is no plated waiter service in order to minimize unnecessary staff interaction with food. All menus will be prepared as food stations that will be served by the same team that is preparing food. Guests will not serve themselves and instead be plated by our chefs who are health screened and required to practice safe food handling regulations.

9 Valet parking will continue to be offered.

All valet will follow all guidelines and requirements set forth by Calamigos Ranch including removing and replacing PPE before entering each car.

10 All vendors will follow all guidelines and requirements set forth by Calamigos Ranch including adhering to the Daily Health Screening and following all commandments set forth for Employees.

Vendors will be issued PPE by Calamigos. Any vendor not adhering to Calamigos Health and Safety Commandments will be required to leave the property.