



# THE COTTAGE

## COVID-19 REGULATIONS PER EXECUTIVE ORDERS FRANCIS MARION UNIVERSITY RE-OPEN PLAN FALL 2020

*Francis Marion University is committed to providing safe environments for the entire FMU community. Special practices and procedures will be put in place for the Fall 2020 semester.*

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**Executive Order 2020-50 – Section 3 – A – 4** – Restaurants shall not permit the number of customers and patrons receiving indoor, dine-in service on the Restaurant’s premises at any given time to exceed fifty percent (50%) of the Restaurant’s occupancy limit as determined by the fire marshal.

○ **Recommendation:**

- To adhere to the South Carolina Executive Order 2020-50 and a six-foot minimum social distancing recommendation - The occupancy is not to exceed 36 occupants standing or in conference style seating in the Hendrick Room.
- To incorporate social distancing for conference style seating in the Hendrick Room, there will be no more than seven rows with no more than five chairs in each row totaling 35 seats. This number does not include staff and assumes the food and beverages are located in the hall or a different room.
- The occupancy is not to exceed 20 standing or sitting in the Powell Library, Founding Faculty Foyer, and Yahnis Hospitality Suite. This number excludes staff.

**Executive Order 2020-50 Section 3 – A – 5** – Restaurants shall space indoor and outdoor tables at least six (6) feet apart to ensure that customers and patrons are at least six (6) feet apart from any other party or group.

○ **Recommendation:**

- To adhere to the South Carolina Executive Order 2020-50, the maximum number of 60-inch round tables in the Hendrick Room is six.

**Executive Order 2020-50 Section 3 – A – 6** – Restaurants shall limit seating at each table to no more than eight (8) customers and patrons, exclusive of family units or members of the same household.

○ **Recommendation:**

- To adhere to the South Carolina Order 2020-50, limit table seating to no more than six individuals per table.
- This number excludes staff and assumes the food and beverages are located in the hall or a different room.

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## FOOD SERVICE

**Executive Order 2020- 50 – Section 3 – A – 18** - Restaurants shall discontinue self-service buffets or food stations to prevent customers and patrons from reusing service utensils to avoid potential physical contamination; however, employees may be permitted to dispense food via cafeteria-style buffet service.

○ **Recommendation:**

- There are no self-service buffets and the buffet has been removed.
- Alternative 1 - A food station alternative is available with a sneeze guard and one or more attendants serving non pre-wrapped food.
- Alternative 2 – A served meal alternative is available, but this alternative requires one or more attendants.
- Alternative 3 – All meals and snacks are boxed or individually wrapped.

**Executive Order 2020- 50 – Section 3 – A – 19** - Restaurants shall discontinue services that allow customers and patrons to fill or refill their own beverage cups.

○ **Recommendation:**

- All beverages, if not already in individual bottles, must be served by an attendant (includes coffee service and hot tea service).
- There is an option to serve meals, but it requires one or more attendants.

**Executive Order 2020- 50 – Section 3 – A – 14** - Restaurants should not place utensils on a table until after a customer or patron is seated and, if possible, should offer disposable single-use utensils.

○ **Recommendation:**

- Disposables are highly recommended with all meals and snacks. Non-disposable utensils may be used, but they will be provided at the served buffet or will be pre-wrapped in napkin and placed on table for served meals

## FOR CONSIDERATION

- Sanitizer and masks available for events hosted by university.
- Sanitizer available for events not hosted by the university. Guests must provide their own masks.
- If attendants are required to interact and provide close contact service, then guests are required to wear masks during the interaction unless actively eating.
- All individuals and staff must wear a mask except when eating.
- The Cottage will be cleaned and sanitized after each event by FMU staff. Dining services will conduct normal cleanup after events, but it will be the responsibility of FMU staff to sanitize event space after an event.
- The cost of additional wait staff will be passed on to the client at a cost of \$59.00 per wait person
- The individual who leases The Cottage is the responsible party for ensuring guests adhere to our guidelines.
- Failure to adhere to these guidelines can result in the cancellation of the event.