The Headliners Club of Austin

Covid-19 Response Plan for Reopening the Club June 1, 2020
Responsibilities of Staff Members

- Serv-Safe training
- Regular hand washing
- Always wear masks and gloves
- Each day before they are allowed to punch in for work, each person’s temperature will be taken and a health screening form, designed by the Texas Restaurant Association, will be completed.
- Staff members exhibiting symptoms of COVID-19 or who have been in contact with a person with the virus will be required to stay home on sick leave.

Responsibilities of Members and Guests

The Headliners is eager to welcome back members and their guests, but not at the expense of the health of staff or other members.

Before coming to the club, ask yourself the following questions. If the answer to any is “yes,” please stay home. If you invite guests, it is your obligation that they do the same.

Have you had:
- Fever
- Cough
- Shortness of breath
- Sore throat
- New loss of taste or smell
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Tested positive for or had exposure to anyone with the virus in the last 14 days
- Compromised immune system or are considered “high risk”
- Traveled outside Austin/Texas within the last 14 days

The building requires all entering to wear a mask. Out of respect for your fellow members and staff, wear a mask when moving around the club. Hand sanitizer stations will be throughout the club, and we encourage their use and hand washing.
Entry to the Club and Front Desk Lobby

The building allows only two people on the elevator. Please maintain social distancing while waiting for the elevator. On getting off the elevator, you will see a place in the elevator lobby to have your temperature taken by a non-contact device. Those with a fever will not be admitted.

Proceeding into the lobby, the front desk will be surrounded by plexiglass. The receptionist will be available to answer questions and issue parking passes. You will find markings on the floor to maintain social distancing, and we ask that you keep at least six feet away from persons not in your party.

The Club Premises

- The club premises will be thoroughly cleaned each day and sanitized using an electrostatic disinfectant machine.
- Touch points such as door knobs, bathroom fixtures, and similar hard surfaces will be disinfected hourly and covered with copper tape for added protection.
- Host/Hostess podiums will be sanitized at least once each hour.
- The Host/Hostess and managers will manage physical distancing at entries and waiting areas.
- Tables will be spaced appropriately for social distancing. A diagram of the rooms used at lunch and happy hour is attached to show table placement.
- The Granger Dining Room, where lunch will be served, and the Main Lounge, where happy hour will take place, will be limited to 50% capacity (as per Gov. Abbott’s guidelines).
- Reservations for attendance at the club are required to assure that we do not exceed the mandated limited capacity.
- Food preparation stations will be sanitized at least once each hour.
- Kitchens will be deep cleaned and sanitized at least once each day.
- Members will use a one-way circulation pattern where at all possible while entering and exiting the Club. This is also on the attached diagram.
Our COVID-19 Response Plan

Service

Buffet Lunch
- 11:30 am – 1:30 pm (one line setup by main bar only)
- Reservations Required
- No more than 6 people/table
- Private Rooms Available by Prior Arrangement
- Open to groups of 2-40 using distancing guidelines by reservation only.

Happy Hour
- 4:00-7:00 pm
- Main Lounge (Press Box is too small for adequate social distancing)

Service Protocols
- Wooden tables will be used and will not be set prior to a guest being seated. No linen on the tables.
- All condiments: salt, pepper, sweeteners, Tabasco, ketchup, mayonnaise, mustard, tartar sauce, Hyde Park sauce, cream, etc. will be brought to the table in individual containers upon request.
- Lunch service will be through the buffet line. The line will be setup in the main bar surrounded by plexiglass. A member of the staff will fill each plate from the members/guests requests. The staff will always wear gloves and masks. The filled plate will be given to the member/guest at the end of the line. They will pick up rolled silver and proceed to their table.
- Waiters will take drink orders at the table being mindful of social distancing.
- Tables will be setup with recommended distance between them in the dining room and cocktail lounge. See attached diagram.
- Point of sale terminals will be assigned to a single server where possible and sanitized between each user and at least every hour. If multiple servers are assigned to a POS terminal, servers will sanitize their hands after each use.
- Checks will only be presented at the table on request.
- All of the above will be in effect during happy hour except the buffet will be replaced by ordering individually from the kitchen using single use menus.
- After each table leaves the wait staff will wipe down the tables and chairs with a disinfectant spray before the next use.