

# Olivino Tasting room Reopening plan

1. Signs provided by the Mendocino County Department of public health will be posted at all entrances and in common areas.
2. All employees have access to alcohol disinfectant, facemasks and gloves if necessary. All guest are required to wear face mask and we encourage frequent hand washing.
3. All employees have been trained in properly wearing a facemask and understand is required especially when working in groups. Frequent hand washing is mandatory and have been given a visual demonstration on proper techniques. All use surfaces are sanitized regularly with cleanser and or alcohol and a cleaning log is kept and signed every hour.
4. We are a relatively small winery and olive mill and work with a small number of employees. All activities have been compartmentalized and employee shifts have been switched around so as to keep as much distance between the crew members at any given moment. Each employees has a corresponding work area and are urged to maintain at their areas as much as possible and only collaborating on duties when absolutely necessary. Break areas have been expanded and employees are now allowed to take lunch and breaks in any of 4 spots designated for such purposes.
5. All guest on the premises must wear Facemasks. Hand washing is encouraged as well as use of alcohol based sanitizer. All employees must follow the same rules. While at the tasting room a visible distance between customers and employees is set up as to minimize contact. Tasting room is also very well ventilated and customers who chose to do so are encouraged to do use one of you many tables outdoors. All used glassware is promptly taken to a wash station.
6. We have implemented curb side pickup with clearly visible signage of customers choose to not exit their vehicles. For customers who wish to do a tasting, we are doing so by appointment only and encourage others to have their tasting outdoors. Various tables have been set up for this purpose.
7. Sigs reminding customers of physical distancing are placed at all entrances and in key areas where more than one persons are likely to gather. Signs are placed on the floor marking every six feet where customers are likely to stand. Friendly verbal reminder if necessary.
8. Contactless enabled payment method is available as well as conventional methods. When possible customers are asked to provide exact change so as to limit contact. We are also pushing ordering and paying online.

9. Tasting room hour of operation are as follows

Monday 11 – 5 PM

Tuesday 11 - 5 PM

Wednesday 11 - 5 PM

Thursday 11 – 5PM

Friday 11 – 5 PM

Saturday 11 – 5PM

Sunday – Closed

10. Customers are encouraged to make reservations when possible. Customers can call the tasting room directly or email us through our website, Instagram or Facebook. Once a customer book a certain time slot they are spaced about an hour apart depending on group size and notated on a company calendar accessible by all employees involved as to avoid double booking.
11. Outdoor seating is available for anyone who wishes to not be indoors. Currently we have four seating areas to choose from.
12. Menus are visibly posted above the tasting room. All prices and available products are available online and we have a disposable handouts if the customer requests one.
13. Every team member involved in the tasting room has been part in forming a “best method” procedure to prevent unnecessary contact. A Standard Operating Procedure was agreed upon and every team member is responsible for knowing and following this procedure. No drop tops or any other tools that could potentially come in contact with customer or customer glass are allowed. Employees are also required to wear gloves when serving wine and the six foot distance is observed immediately after.
14. Smaller portions of wine are now served to try to eliminate the need of dump buckets. Customers will be asked to use the same glass when possible and if they need to dump wine a new glass will be provided. Used glass will then be taken to a wash station.