

**Maureen Daly**

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**From:** Eduardo Rios  
**Sent:** Tuesday, December 7, 2021 3:43 PM  
**Cc:** FullTimeFaculty; FullTimeStaff; PartTimeFaculty; ParttimeStaff; Eduardo Rios  
**Subject:** Holiday Party Guidelines

**Importance:** High

The College Community,

As we are in the holiday season, many offices have asked about hosting holiday parties on campus. While it is critical that we maintain a safe environment at our college, we understand everyone's eagerness to celebrate with co-workers and friends. Below are some guidelines that the college has established. Please follow each step to maintain a healthy environment.

Guidelines for holiday parties:

- All guests must be registered to attend the event, no walk-ins are permitted.
- All attendees must be masked. Masks are only permitted to be removed while eating.
- No home cooked food is permitted.
- Event must be catered by a licensed, insured caterer and the college contact with caterer must provide copies of these certificates to the college at least a week in advance.
- Two room monitors must be assigned to ensure that masks are worn at all times when not eating.
- No self-service is permitted, food must be served and servers must wear gloves and masks.
- At least one gloved, masked server to distribute plates, utensils, cups and napkins and at least one additional monitor to maintain proper protocol during event.

Happy Holidays!

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