



Priory Hospitality Group Updated Policies Regarding Mask Use and Mitigation Measures Effective August 13, 2021

Priory Hospitality Group (“PHG”) is committed to providing excellent food, beverages, lodging, and event spaces and service to its clients as we continue to plow through COVID-19 pandemic. Equally important, PHG’s first priority is serving its clients, customers and guests in a manner to make them and our team members as safe as possible.

These directives apply to all PHG-related entities. Please note that these directives may be changed by a manager at his or her discretion to respond to individual circumstances.

In the meantime, for the sake of clarity and mutual understanding, we wish to communicate the following updated COVID-19 policies to our team members, clients and guests:

- **Use of Masks:** As of June 28, 2021, under Pennsylvania law, there is no requirement that individuals wear protective masks either indoors or outdoors for either vaccinated or unvaccinated persons. We recognize the danger posed by the Delta variant of COVID-19, and are monitoring the situation closely. At this time, neither the Commonwealth of Pennsylvania nor Allegheny County are requiring the use of masks indoors or outdoors. Our policy is more strict than this, as we are requiring the use of masks under the following circumstances:
 - **PHG Team Members:** Both front of the house and back of the house team members will not be required to wear masks if fully vaccinated. If a team member is not vaccinated and does not wish to be vaccinated, he or she must wear a mask until further notice. Team members may continue to wear masks at their discretion if vaccinated. Serving staff will be required to wear gloves during service on an ongoing basis.
 - **Clients and Guests:** PHG properties will continue to request that all non-vaccinated guests and clients wear masks at all indoor functions. This will be governed by the “honor system,” meaning that if a guest or customer is not wearing a mask staff will assume that that guest is vaccinated. PHG team members will not ask about vaccination status or require proof of vaccination. PHG will supply appropriate signage to this effect to each property. Complimentary masks will be available.

- **Limitations on Gathering Sizes and Social Distancing:** As of May 31, 2021, by order of Governor Wolf all restrictions on gathering sizes and requirement of social distancing measures were rescinded. Therefore, any events at any PHG property may take place at pre-pandemic attendance levels.
- **Cleaning and Disinfecting:** As has been the case throughout the pandemic, Priory Hospitality team members engage in frequent disinfecting of surfaces used by guests, including toilet facilities and sinks, doorknobs and handles, railings, etc.
- **Staff Safety:** Priory Hospitality has strict policies in place requiring team members with any flu-like symptoms or fever of 100.1 degrees or greater to call off, or to go home if the symptoms manifest during the middle of a shift. Team members are required to engage in frequent hand washing and use of hand sanitizer. PHG requires that those employees who are symptomatic or feverish quarantine for a period of time (dependent upon the type of exposure as per CDC guidelines). PHG offers generous paid sick leave so that team members will be honest about their symptoms, and will not be penalized should they call off or leave mid-shift if they demonstrate symptoms or have a fever.
- **Personal Protective Equipment:** For the foreseeable future, the Priory Hotel and Grand Hall will continue the use of PPE, including Plexiglas barriers (where appropriate), gloves, etc. The Priory and Grand Hall will make masks available to guests who wish to have them free of charge. Hand sanitizer stations are located throughout all PHG properties.
- **Food Service at Events:** Certain modifications for food service will continue:
 - **Buffets:** Buffet service will occur behind Plexiglass barriers.
 - **Plated Dinners:** PHG team members will serve plated dinners as usual. However, water glasses will be filled before guests sit for dinner. Refills will be offered by Priory servers throughout the meal, but water pitchers will not be placed on the table for self-service. Individual bread and butter service will be pre-plated prior to meal service. Non-porous items such as salt and pepper shakers will be placed on the tables, but porous items such as sugar and sweetener will be provided upon request.
- **Valet at Events:** Valet service will be provided in consultation with the client. In the event the client wishes not to have valet service, PHG will provide team members to assist guests with parking.
- **Hotel Breakfasts:** For the time being, breakfasts at the Priory Hotel, Mansions on Fifth Hotel and Comfort Inn & Suites Pittsburgh North Shore will continue to be grab and go for guests to consume where they choose.

- **Priory Hotel Shuttle Service:** The Priory Hotel shuttle will be available for use by groups who have booked room blocks. The shuttle is, for individual stays, temporarily discontinued.

Please know that we are honored to host your event, and are grateful for your patience and flexibility during this difficult time. Please reach out to us if we can be of any assistance to you, your family and friends with regard to hosting your event.