



Small Meeting Guidelines

Interior Small Meetings with a Caterer

- Sail Newport references all safety guidelines from ReopeningRI [Gatherings with a Caterer](#).
 - Meetings which a caterer is used will be done so in accordance with current executive orders.
 - A licensed caterer onsite will provide a sit down meal following the current guidance for restaurants.
- Interior meeting with a caterer present will be no more than 50 guests.
- When possible (determined by weather and organizer) exterior doors to the deck will be open.
- Seating and tables will be appropriately spaced apart in accordance with current guidance.
- The meeting area will be sanitized at least one time per day and between meetings by a professional cleaner. This will include tables, chairs, commonly touched areas (door handles, light switches etc.) and restrooms.
- All participants will be required to provide and wear their own face covering. Face coverings should be worn at all times unless all parties can easily and continuously maintain a physical distance of six feet from one another.
 - When participants are consuming food or beverage they would not have to wear a face covering during those times.
- Sanitizing stations will be present within the meeting space. The hand sanitizer provided by Sail Newport is at least 60% alcohol.
- All meeting organizers will receive COVID-19 Compliance information from Sail Newport Team Member to include Sail Newport Protocols regarding participant and staff travel history, quarantine questionnaire and health screening questionnaire; hygiene reference; COVID-19 contact tracing plans; facility and parking procedure at Sail Newport.

Interior Small Meetings without a Caterer

- Sail Newport references all safety guidelines from ReopeningRI [Gatherings with a Caterer](#).
- Interior meetings without a caterer present will be no more than 15 guests.
- When possible (determined by weather and organizer) exterior doors to the deck will be open.
- Seating and tables will be appropriately spaced apart in accordance with current guidance.
- The meeting area will be sanitized at least one time per day and between meetings by a professional cleaner. This will include tables, chairs, commonly touched areas (door handles, light switches etc.) and restrooms.
- All participants will be required to provide and wear their own face covering. Face coverings should be worn at all times unless all parties can easily and continuously maintain a physical distance of six feet from one another.
- When participants are consuming food or beverage (in this instance that they've brought on their own) they would not have to wear a face covering during those times.
- Sanitizing stations will be present within the meeting space. The hand sanitizer provided by Sail Newport is at least 60% alcohol.
- All meeting organizers will receive COVID-19 Compliance information from a Sail Newport Team Member to include Sail Newport Protocols regarding participant and staff travel history, quarantine questionnaire and health screening questionnaire; hygiene reference; COVID-19 contact tracing plans; facility and parking procedure at Sail Newport.