



May 27, 2020

Dear Salem Towne Residents,

On Wednesday, May 27, 2020, we will begin to reopen our Dorcas Dining Room!

Listed below are the steps we will take to make this a smooth transition for all.

1. Reservations will be required for the Dorcas Dining Room for Lunch and Dinner.

We will serve Lunch from 12:00 pm to 2:00 pm

We will serve Dinner from 5:00 pm to 7:30 pm

Both Lunch and Dinner will be done in seatings to accommodate Residents while maintaining social distancing.

We will allocate 45 minutes for each seating. This will allow us 15 minutes between seatings to sanitize the tables and chairs before the next seating.

2. Residents must NOT be on the self-isolation list in order to eat in the Dorcas Dining Room.
3. All Team Members and Residents will be required to wear masks when entering the Dorcas Dining Room. Staff will always remain in masks during dinner service.
4. Take-out and Delivery will be requested by telephone the day prior. Take-out and Delivery Lunch orders will be picked up and delivered between 11:00 am and 12:00 pm and Dinner orders between 4:00 pm and 5:00 pm.
5. All Residents will have their temperatures checked before they will be allowed to enter the Dorcas Dining Room.
6. All tables will be separated to maximize social distancing of 6' or more. The Dorcas Dining Room will accommodate 42 Residents at a time.
7. We will be seating tables outside of Dorcas for those Residents who would like to eat on the Patio. (weather permitting)
8. Residents will NOT be allowed to share tables with anyone outside of their household in Phase 2.

(over)

9. We will have hand sanitation stations throughout the Restaurant for Team Members and Residents to use during service.
10. We will have a “community table” that can accommodate 3 Residents at a time.
11. The center Community table will NOT be open at this time. We hope to bring that back soon.
12. We will use China, Glass and Silver in the Restaurant. All silverware will be wrapped in linen napkins.
13. All condiments will be single serve and discarded after each Resident. Bread and Butter will be served individually upon request. Salt and pepper shakers will be available upon request. These will be sanitized after each use.
14. The Dorcas Menu will be scaled back initially to allow us to procure the items needed for the menu. We will also have a limited Always Available Menu.
15. All Menus will be single use only in Phase 2 and discarded after each Resident use.
16. Drive through and To-Go orders will continue through Phase 2. Delivery is available upon request, with a \$5 delivery fee imposed if not quarantine related. Cottage and Villa Residents will continue to use the Drive through for pick up. All Apartment Residents will pick up in Dorcas Dining Room.
17. The Dorcas parking lot will remain closed to keep the Drive through open.

Thank you for your patience and understanding as we slowly transition into Phase 2.

Please let us know if you have any questions.

Sincerely,

Jay Christmas, CEC, CCA, AAC
General Manager of Culinary Services