



Thursday, March 12, 2020

Dear Members, Employees, and our Durham Community:

As we work as a community to prepare for the impact of COVID-19, we want to share how the University Club is addressing the current situation and the proactive steps we are taking to minimize any negative repercussions or spread of disease. The safety of our employees, community, and members are our primary concern. There are a number of measures we're taking to ensure we manage to safely get through this situation while continuing to serve our community and members effectively and hospitably.

For our **members**, we are committed to keeping our services up and running. As many of you shift to adhere to social distancing and limit your time at mass gatherings, we hope you will continue to dine at the University Club. We have 7 private dining rooms should you wish to feel more comfortable by dining in a private, intimate setting. And because we are a private-member Club, we only allow our members to dine with us rather than the general public, granting us one-on-one familiarity and maintenance of any necessary contact information of those dining with us. We also provide at-home catering services and welcome to-go orders for your dining needs.

To assure you of our preparedness, our Club common areas and facilities are cleaned and disinfected before and after each meal period (lunch, dinner). Our table linens are changed with every reservation and professionally laundered and pressed by ALSCO. Our china, glassware, silverware, and serve ware are all cleaned in our commercial high-temperature dishwasher with ECOLAB detergents and sanitizers. We will also have hand sanitizer and tissues readily available to our members, in addition to our member bathroom sinks with soap and disinfectant spray.

For our **employees**, we have asked all employees to curtail non-essential, including personal travel for the time being. If you are sick, we ask you to stay home. When working at the Club, as we always do, remind each other of good hygiene practices and continue to wash your hands as required by your employers and mandated by OSHA and the State of NC. We encourage you to voluntarily remove yourself from the Club if you are not feeling well. We will continue to assess our policies to address changing circumstances.

To our **community**, please know that the owners will be available if there are issues you want to discuss or challenges that arise. Let's all work together to ensure the information and discourse is based on facts and science.

These are challenging and sometimes frightening times, but we feel confident that as a company and community, we can get through this together. We believe the fondest memories are made when we are gathered around the table. Please know you are always welcome at ours!

Warmest regards,

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right, both appearing to be cursive.

Jessica Lee & Kelly Santel
Co-Owners, University Club