

# **COVID-19 Protocol**

RESTAURANTS – Phase 1 May 15, 2020

## **Signage:**

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol

## **Measures to Prevent Unnecessary Contact/Crowding:**

- Maximum capacity of 50% building capacity (including employees, customers and vendors). Staff will limit number of customers in the restaurant to ensure social distancing of a minimum of six feet between people at adjoining tables, not including impermeable internal or external walls or dividers at least eight feet high.
- Adjust layout of dining area/seating to maintain social distance between groups of customers (such as removing seating or tables to provide more space between tables and customers).
- Tables will be limited to no more than 6 customers per table.
- Mark any indoor or outdoor waiting area so that social distancing standards are met (options can include a text system to alert guests of available seating, an intercom system, or only one member of a party being allowed to wait in the waiting area).
- Live music is prohibited.
- Bar areas must be closed. Food and beverages must be served to customers seated at tables for onsite consumption.
- Continue to encourage and promote take-out and delivery services.

## **Measures to Increase Sanitation:**

- Require employees preparing or serving food and employees with interaction with the public wear masks and gloves.
- Limit use of communal items (i.e. containers on tables, writing utensils, paper/disposable menus). Any communal items that must be utilized shall be disinfected frequently.
- Table and seating must be disinfected after each guest.
- Encourage customers to visit online menu on his/her personal mobile device for ordering. Use disposable menus, if feasible, and dispose of the menus after each use. Laminated menus must be disinfected after each use.
- Garnishes for food or drinks (such as lemons, etc.) shall be handled by utensils such as tongs only. Such garnishes shall not be handled by hand.
- High contact areas (i.e. waiting areas, door handles, etc.) must be cleaned and disinfected frequently (at least every 2 hours).

- Drink refills shall be in clean/unused glasses/cups.
- Straws should not be touched or otherwise handled by employee unless it is an individually packaged straw.
- Discontinue self-service food stations and buffets.
- Contactless payment – no reused bill holder, etc.
- Have different staff delivering and removing food and drinks for tables.

### **Measures to Protect Employee Health:**

- Prior to or upon reporting for work, each employee will complete a checklist, overseen by management, to determine if the employee has any identifiable symptoms of COVID-19.
- Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Provide protective face masks/face coverings and gloves to all staff, especially those who handle cash or credit cards.
- Require staff to replace handshakes, etc. with other touch-less forms of greeting.