

## Components of a Dane County Restaurant COVID Safety Plan

Name:

Establishment Name:

Establishment Address:

Phone Number:

Email Address:

1. Include an employee roster with birthdates. Update upon request
2. Total number of staff employed at the establishment:
3. Total number of management staff employed at the establishment:
4. Total number of kitchen staff employed at the establishment:
5. Total number of front of house staff (servers, bussers, bartenders, hostess) employed at the establishment:
6. Total number of other staff (i.e. Cleaning , valet, delivery drivers):
7. Establishment occupancy limit provided by the City of Milwaukee Department of Neighborhood Services:
8. Hours of operation (open to the public):
9. Hours of Operation (including times not open to the public, such as when staff first arrive and when they leave after end of day):
10. Banquet or conference rooms available    Yes    No
11. Catering Service    Yes    No
12. Delivery Service    Yes    No
13. Bar available                      With table seating                      Without table seating

**The following components must be included in every restaurant COVID safety plan. Document what page of your plan these components are located.**

14. Employee COVID-19 Health Policy reviewed and signed by employee and available upon request. Employee health screening conducted at start of each shift.
15. Workers are provided information on employer or government sponsored leave benefits that the employee may be entitled to receive, which would make it financially easier to stay at home, including employee's sick leave rights under the Families First Coronavirus Response Act.
16. The employer's plan should consider a protocol for all quarantined employees to receive access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures (within 6 feet apart for 15 or more minutes), which may require additional COVID-19 control measures.

17. In the event that the owner, manager, or operator knows of two (2) or more cases of COVID-19 within the workplace within a span of 14 days, the employer must report the outbreak to PHMDC. Address in your plan.

18. All employees must wear mask during their shift(s). If an employee does not have a face mask, a clean face covering shall be provided to employee daily at no cost to the employee.

19. Establishment is responsible for reminding customers wear face coverings with the exception of while eating or drinking in accordance with PHMDC's mask order. Policy in place for how to handle noncompliance.

20. Employees are directed to ensure hand hygiene practices including washing hands frequency, use of sanitizer and proper glove use are adhered to.

21. Vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use of face coverings when around others.

22. Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet distance between employees can be maintained any area where breaks are taken. Employees are prohibited from eating or drinking anywhere inside the food facility other than designated break areas.

24. Measures to ensure physical distancing are adhered to where customers or employees are in a queue or line. This includes restrooms, bars, host stands, valet drop off and pick up, waiting areas, and any other areas where customers congregate.

- Placing tape or other markings at 6-foot intervals in any area where members of the public form a line or stand.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and customers from passing by one another.

25. Prioritize outdoor seating and curbside pickup, as allowed by local zoning and planning codes.

26. Technology solutions where possible, have been implemented to reduce person-to-person interaction; mobile ordering and menu tablets, text on arrival for seating, contactless payment options. Cashless transactions are encouraged. If reasonable for the food facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.

27. Ensure there is adequate distancing and/or physical distancing between tables that minimizes contact between customers at different tables.

- Six (6) feet physical distancing requirement between groups of customers
- Bar areas that serve food may open to customers to serve food and alcohol if they can adhere to the 6 feet physical distancing requirements
- Discontinue seating of customers in areas where customers cannot maintain six feet of distance from employee work or food or drink preparation.

28. Design interaction between customers, delivery drivers and employees to allow for physical distancing. Interactions between servers or other employee's interactions and customers are limited to a maximum of five minutes per occurrence where possible.

29. Limit the number of guests at a single table to 10. People in the same party seated at the same table do not need to be six feet apart. An exception can be made if a larger group resides at the same household.

30. Limit contact between wait staff and customers. When physically possible, install physical barriers such as partitions or Plexiglas at registers, host stands, ordering counters etc. where maintaining physical distance of six feet is difficult.

31. Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers or other high density high-traffic employee areas.

- Incidental contact is to be expected, however, the goal is to limit this contact to less than 15 minutes, and the employees must always wear their face coverings
- Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements
- Establishment has developed and implemented strategies for front and back of house to support physical distancing (i.e. using an expo to limit servers in the kitchen, dedicated kitchen staff per station).

32. Spaces such as dining rooms, host stands, and kitchens have been equipped with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers.

- Ensure sanitary facilities stay operational and stocked at all times and provide additional soap, towels, and hand sanitizer when needed.
- Recommend installing touchless dispensers for hand sanitizer, soap dispensers, paper towel and trash dispenser.

33. Drop-off locations are designated to receive deliveries away from high traffic areas, where possible.

34. All employee's personal items are stored separately and brought home after each shift.

35. Establishment has decreased or eliminated the use of shared objects (such as salt and pepper shakers and other condiments) wherever possible. Non-disposable shared equipment such as reusable menus are cleaned and disinfected between users. Alternatives such as stationary menu boards, electronic menus, or mobile device menus should be considered.

36. EPA-registered, hospital-grade disinfectants with an emerging viral pathogens claim\* against SARS-CoV-2 are available to allow for frequent cleaning of high-touch surfaces and shared equipment.

- Name of EPA-registered disinfectant(s) used:
- Disinfectant Contact Time:
- EPA-registered disinfectants are prepared and used in accordance with label instructions

37. Employees handling items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags use disposable gloves (wash hands before putting gloves on and after removing them) and are provided aprons which they must change frequently.

38. Customers arriving at the site with children must ensure that their children stay next to the parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings if age permits.

39. Reusable entertainment such as slot machines, video games, juke boxes, etc. should be sanitized after each use. Darts and pool sticks/balls are available by check-out only. Procedures in place to sanitize after each use.

40. Customer seating areas are cleaned and sanitized after each use. Seating, tables and other items on table must be single use or cleaned/sanitized between customers. Table tops are sanitized between use and table cloth, if used are replaced.

41. No flatware, glassware, dishware, menus, condiments or any other tabletop item is present on tables prior to the seating of customers. All such items are fully sanitized between seat changes and stored during non-use in a location that prohibits potential contamination.

42. Takeout containers are filled by customers and available only upon request.

43. All food safety practices outlined in the Wisconsin Food Code are being followed and maintained.

44. Buffets are not allowed unless an employee is dispensing.

45. Pitchers, carafes, decanters and bottles cannot be shared by multiple tables. Clean glassware is provided for all customer refills.

46. A designated employee wearing gloves is assigned the task of wrapping silverware prior to providing to the customer, rather than multiple employees handling uncovered silverware prior to customer use.

47. An employee is designated to oversee and enforce additional sanitization and disinfection procedures at all times, as needed.

48. A cleaning and disinfection plan for high-touch surfaces and access areas has been developed and is followed.

- Common areas and frequently touched objects related to customer pickup and payment (e.g. tables, doorknobs or handles, credit card readers, etc.) are disinfected on at least an hourly basis during business hours using EPA approved disinfectants.
- All payment portals, pens, and styluses are disinfected after each use.

49. Facility is thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly. A log is kept to monitor completion wherever possible.

50. Audio headsets and other equipment are not shared between employees unless the equipment is properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.

51. Dishwasher personnel are provided with equipment to protect their eyes, nose and mouth from contamination due to splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers are provided permeable or not permeable aprons and required to change frequently. If aprons are not permeable, the operator will launder after each use. Reusable protective equipment such as face shields and glasses are to be properly disinfected between uses.

52. Restrooms are checked regularly and cleaned and disinfected on an hourly basis using approved EPA disinfectants.
53. Hand sanitizer and trash cans are available to the public at or near the entrance of the facility.
54. A sign notifying customers to use sanitizer and to wear a face covering when not eating or drinking is posted at all entrances.
55. Signage is posted that reminds the public to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into an establishment, and to stay home if they are ill or have symptoms consistent with COVID-19.
56. Signage is posted that notifies customers that while it may be common practice for diners to socialize after the meal, this practice will be discouraged during the pandemic.
57. Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face coverings, policies with regard to preordering, reservations, prepayment, pickup and/or delivery and other relevant issues.
58. A copy of your COVID-19 Safety Plan is available upon request.