

# COVID-19 Prevention Plan Template for Restaurants, Bars, and Wineries

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This template is intended to assist owners/managers of restaurants, bars, and wineries with implementing a plan to prevent the spread of COVID-19.

**Make a written plan. It should contain the following elements:**

**Name of person in charge of implementing the plan.**

**How will training and communication with employees be conducted?**

**List high risk areas or activities within the facility and the measures that will be taken to limit the risks:**

**What will happen if an employee reports a positive COVID-19 test:**

**Describe the plan for addressing peak periods when potential customers may exceed facility capacity:**

**How will the facility self-check for compliance with safety measures and what will the process be for correcting safety measures that are not being implemented properly?**

**Employee training has been provided, covering the following topics:**

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if experiencing any cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of hand washing and requirements for handwashing.
- The proper use of gloves.
- The proper use of face coverings. Face covering are required when in public or common spaces. Complete details, including all the requirements and exemptions, can be found at [cdph.ca.gov](http://cdph.ca.gov).
- The importance of physical distancing, both at work and off work time.
- Information on employer or government-sponsored leave benefits including government programs supporting sick leave and worker’s compensation for COVID-19.

<b>Training date</b>	<b>Employees that received training</b>

**Control measures and on-site employee screening**

<b>Describe how employee health is being assessed prior to each shift:</b>
<b>Describe the process that is followed if an employee has COVID-19 symptoms:</b>
<b>What is the process used to ensure that paper towels and soap are always available at the hand wash sinks:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>Employees all have access to face coverings?</b>

<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>Signs are posted that encourage patrons to use face coverings and maintain social distancing?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>Disposable gloves available to all employees?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>Employees that wash dishes have access to clean aprons/disposable aprons, eye and face protection (goggles or shield)?</b>

**Physical Distancing Guidelines**

<b>Describe where customers wait for a table or for to-go orders?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>A reservation process used to help prevent people from gathering. If another process is used, please describe:</b>
<b>Describe the process for addressing peak periods and process used when a line forms. Has the host been provided with training and have backup assistance if needed?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>There are markings on the floor or elsewhere to assist customers with 6 ft. separation.</b>
<b>Are signs posted at each public entrance to the facility informing the dining public to:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>Use face covering when not eating or drinking.</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>Maintain social distancing of 6 ft.</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>Wash hands or use hand sanitizer upon entry into a restaurant</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No - <b>Stay home if they are ill or have symptoms consistent with COVID-19</b>
<b>List any other actions taken to assist with 6 ft. social distancing guidelines:</b>

**Dining Seating Arrangements**

**Review the county’s [current tier](#) assignment before adjusting operations.**

- Yes  No - Seating at each table at least 6 ft. from seating at other tables or has physical barriers to separate customers.
- Yes  No - Bars can operate if there is a permitted food facility on the premises. Alcohol can only be sold in the same transaction as a meal.

- Yes  No - Measures have been implemented to provide 6 ft. of separation between workers and customers through reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Yes  No - Customers are not seated within 6 ft. of an employee work station or food and drink preparation area. (Plexiglass or other type of barrier may be used in lieu of 6 ft. distance.)
- Yes  No - Extra tables and chairs that cannot be used, have signs or other visual cues to indicate that they are unavailable.

**Cleaning, Disinfecting, and Contamination Control Measures**

- Yes  No - Hand sanitizer is available at guest and employee entrances and checkout counters.
- Yes  No – Employees are given time to complete necessary cleaning activities.
- Yes  No - Tables, chairs, booster seats, high chairs and surrounding areas are after cleaned and sanitized after each customer use.
- Yes  No - High contact touchpoints, such as counters, phones, door handles, credit card terminals, etc. are sanitized following a regular schedule.
- Yes  No - Customer restrooms are cleaned and sanitized frequently.
- Yes  No - High traffic areas are cleaned thoroughly every day.
- Yes  No - Sanitizer, towels, and/or sanitizer wipes are always available. Supplies are frequently checked to ensure proper sanitizer concentration.
- Yes  No - Utensils and food-ware are properly washed, rinsed and sanitized for an adequate contact time or single-service (disposable) utensils and food-ware are used.

*Sanitizer for utensils: Chlorine at a concentration of at least 100ppm soaked for 30 seconds  
Quaternary ammonium at a concentration of at least 200ppm soaked for 1 min.*

- Yes  No - Self-service machines, such as soda and frozen yogurt machines are sanitized frequently.

<b>How are menus handled? Disposable, Sanitized between uses? Etc.</b>
<b>How are table settings handled? Are napkins, cutlery, glassware, etc. provided to customers as needed?</b>
<b>How are condiments supplied to each table?</b>

- Yes  No - Takeout containers are provided to customers to package their own leftovers.
- Yes  No - If table linens are used, fresh linens are provided for each new customer.

- Yes  No - All of the following have been eliminated or are not available:
- self-service mints, candies, snacks, and toothpicks.
  - self-service buffets and salad bars.
  - self-service areas with utensils, napkins, straws, water pitchers, and condiments.
  - Shared entertainment items such as board games, pool tables, darts, bowling, and arcade games. (unless monitored and disinfected between each use)
  - Tableside food preparation, food selection carts, and conveyor belts.

***Please note: For high touch surfaces where chlorine bleach may be used, the CDC recommends mixing 1/3 cup of chlorine bleach per gallon of water. Do not use scented bleach or “no-splash” bleach.***

### **Questions**

Thank you for your efforts in keeping Sacramento residents and visitors safe!

- For details, refer to the [State of CA COVID-19 Industry Guidance for Restaurants, Bars, and Wineries](#).
- If you have questions or would like to update your contact information, please call EMD at (916) 875-8440.
- For business assistance information, please contact the [Sacramento Business Environmental Resource Center \(BERC\)](#).

### **Summary of Revisions**

**4/9/20:** Initial version

**5/20/20:** Indoor dining allowed

**6/30/20:** Bars required to close

**7/8/20:** Indoor dining eliminated

**9/10/20:** Updated wording on page one to “current Public Health Order”

**9/30/20:** Added tier designation information. Removed eliminate indoor seating.

**11/18/20:** Updated CDPH face covering link

**3/23/21:** Updated customer seating facing employee work areas.

PHO: 03/16/2021

# Protect yourself and others from COVID-19

## Do NOT dine out if...

You are experiencing COVID-19 symptoms, such as:

- cough
- difficulty breathing or shortness of breath
- fever



Stay home if you are experiencing any of these symptoms.

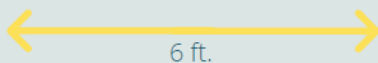
## Wash your hands first.

When you enter, wash your hands with soap and water or use hand sanitizer.



## Social distancing must be maintained.

Maintain at least 6 feet distance from others.



6 ft.



## Face coverings are required...

when in public or common spaces.

Complete details, including all the requirements and exemptions can be found at [cdph.ca.gov](https://www.cdph.ca.gov).



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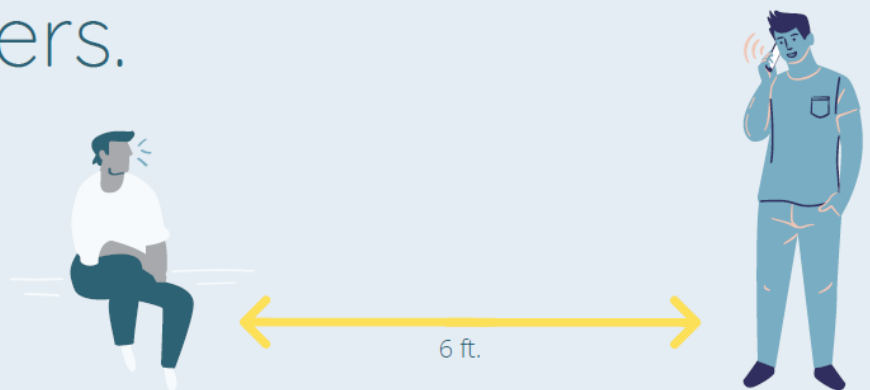
*Stay home if you are experiencing any of these symptoms.*



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## Social distancing must be maintained.

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# Protect yourself and others from COVID-19

## Face Covering Required



The California Department of Public Health requires a face covering when outside the home, with some exemptions.\*

\*Exemptions include: persons younger than 2 years old, persons with a medical condition, mental health condition or disability that prevents wearing a face covering, persons who are hearing impaired or communicating with a person who is hearing impaired where the ability to see the mouth is essential, persons for whom wearing a face covering would create a risk to the person related to their work (as determined by local, state, or federal regulators or workplace safety guidelines), persons in a car alone or solely with members of their own household, persons working in an office or room alone, persons actively eating or drinking provided that they are able to maintain a distance of at least 6 feet from persons not from their household or residence, persons obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform their service, workers who are required to wear respiratory protection, persons who are specifically exempted by other CDPH guidance.

For the most up to date information visit [cdph.ca.gov](https://www.cdph.ca.gov)