



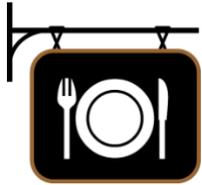
## OREGON: OUTLINE OF PREPARATIONS FOR RESTAURANT AND BARS “PHASE ONE” RE-OPENING

The following guidelines run parallel to **Oregon State “Phase One”** reopening requirements FOR Restaurants and Bars. Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID19 worksite-specific safety practices, as outlined in Governor Brown’s “Reopening Oregon” proclamation. The goal is to protect employees, vendors and customers to the best of your ability. The business should be 100% disinfected prior to anyone returning to work. Execute with transparency and ensure your ability to adjust as needed.

Topic	Requirements
<p data-bbox="174 516 401 545"><b>Basic Preparations</b></p> 	<p data-bbox="470 493 1934 522">Assign overall responsibility for the reopening planning and implementation to a responsible person. Sub-area lead include:</p> <ol data-bbox="470 532 1877 721" style="list-style-type: none"><li>1. Employee Health Lead - in charge of social distancing and other protocols to ensure the wellness of all employees.</li><li>2. Sanitization Lead - manages daily and periodic disinfection including routine and deep cleaning processes</li><li>3. Training Lead - manages all pandemic communications and the training of employees.</li><li>4. PPE and Materials Lead – responsible for securing necessary cleaning and disinfecting supplies and PPE: soap, disinfection, hand sanitizer, paper towels and tissues; face masks and face shields.</li></ol>
<p data-bbox="180 878 394 907"><b>PPE and Hygiene</b></p> 	<ol data-bbox="470 764 1961 1451" style="list-style-type: none"><li>1) Personal protective equipment (PPE) and facial coverings (cloth, paper or disposable) must be provided by employers and properly worn by employees. Standards of Oregon Health Authority, CDC and industry specific COVID19 rules regarding facial coverings apply.</li><li>2) Face coverings <b>do not</b> replace the need to: stay 6 feet apart, participate in cough/sneeze etiquette, avoid touching (eyes, nose, mouth), wash hands regularly, self-isolate if you are sick.</li><li>3) The “Reopening Oregon” proclamation strongly recommends businesses mandate face coverings be worn by customers.</li><li>4) Minimize employee bare-hand contact with food through the use of tools/utensils</li><li>5) Enforce hand washing hygiene for all staff: chefs, line cooks and waitstaff.</li><li>6) Gloves should be worn during cleaning, sanitizing and disinfecting. Please NOTE: non-cleaning activities and non-Oregon Department of Agriculture (ODA) licensed facility employees are not required to wear gloves. Avoid cross-contamination by not wearing gloves for activities that may overlap with food handling.</li><li>7) If businesses opt to require employees to wear gloves, non-latex gloves must be provided. Cross-contamination must be prevented by requiring employees to replace gloves when changing tasks or after touching face with gloved hand. Training how to safely put on and remove gloves must be provided to employees. See ODA glove specific guidelines.</li><li>8) ODA Licensed Facilities: no bare-hand contact with food is allowed per the licensing requirement.</li><li>9) Avoiding touching surfaces touched by others, to the extent feasible.</li><li>10) If you have touched common surfaces, do not touch your face before you have had a chance to wash your hands.</li><li>11) Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.</li></ol>

<p><b>Disinfection Measures</b></p>  <p><b>Deep-Cleaning and Disinfection</b></p>	<ol style="list-style-type: none"> <li>1) Disinfect business prior to anyone returning to work.</li> <li>2) Replace HVAC air filters or clean/disinfect.</li> <li>3) Sanitize and disinfect tools, workstations, equipment, restrooms, meal areas, common surface areas, computers.</li> <li>4) Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Encourage frequent hand washing.</li> <li>5) Workers are strongly encouraged to disinfect their own work space multiple times daily, especially common surfaces.</li> <li>6) “Deep-cleaning” is triggered when an active employee is identified as being COVID19 positive by testing. Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID19 have been in the facility; if a sick employee is suspected or confirmed to have COVID19, follow the CDC cleaning and disinfection recommendations Identify an approved external company that should carry out the deep cleaning.</li> </ol>
<p><b>Vendors</b></p> 	<p>Vendor Restrictions: Normal visitation by persons other than customers or vendors is prohibited.</p> <ul style="list-style-type: none"> <li>• All vendors and delivery personnel must wear face masks and maintain social distancing.</li> <li>• Visits from persons who did or may have had exposure COVID19 within the past 14 days are completely prohibited.</li> </ul>
<p><b>Social Distancing and Occupancy Protocol (aka “Physical Distancing”)</b></p>  	<p>The principles of social distancing and personal hygiene are universally applicable to all facility areas.</p> <ol style="list-style-type: none"> <li>1) Staying at least 6 feet away from others is a normal and required practice at all times.</li> <li>2) Customers:             <ul style="list-style-type: none"> <li>• Determine max occupancy and limit number of customers on the property while maintaining social distancing.</li> <li>• Ensure tables are placed at least 6 feet apart and 6 feet is maintained when parties approach or leave tables.</li> <li>• Remove seating/ tables as needed. If booth seating is back-to-back configuration, only every other booth may be occupied at the same time. Requirements apply to both indoor and outdoor seating.</li> <li>• Parties are limited to 10 guests or fewer. Shared seating is prohibited. Do not combine multiple parties or guests that have not opted to congregate with one another. (Note: guests of the same party do not need to be 6 feet apart.)</li> <li>• Prohibit counter and bar seating unless the table surface faces a wall or window and patrons can maintain 6 feet of distance from other parties. NOTE: this applies to bars, tasting rooms and breweries.</li> <li>• If a business is unable to maintain 6 feet social distancing including customer to customer and employee interactions (except for brief exchanges, example: delivering food to a table), it may only operate as a pick up/ to go service.</li> <li>• Avoid gatherings at entrance(s) and exit(s) of the facility.</li> </ul> </li> <li>3) Employees:             <ul style="list-style-type: none"> <li>• Staying at least 6 feet away from others is required.</li> <li>• All employees are required to properly wear cloth face or disposable face coverings (provided by employer).</li> <li>• Employees are not to touch the timeclock or entry door handle with an exposed finger(s) or hand.</li> <li>• Employees may enter only at their scheduled start times. Stagger shift, rest and meal break start and end times.</li> <li>• Provide services while avoiding close patron proximity (except for brief exchanges, e.g.: delivering food to a table).</li> </ul> </li> </ol> <p>If six feet social distancing cannot be maintained, then employees must be provided with PPE and other prevention measures must be adopted and implemented. Example: barriers to block sneezes and coughs when physical distancing is not possible for a particular job task; the barriers must be cleaned multiple times a shift.</p>

**General Operations**



**Customers  
and  
Clients**



- 1) End all on-site consumption of food, drinks and alcoholic beverages by 10pm.
- 2) All customer self-service options are prohibited including: buffet, soda machine, salad bar, growler refilling stations.
- 3) All customer-contact items must be disinfected upon completion of use including: tables, seats, menus, condiment containers and other touch points.
- 4) It is recommended to serve all condiments using a single service packet (example – ketchup, salt/pepper) or from a single service container. If not possible, it is prohibited to pre-set condiment containers on the table and should be disinfected after each use. NOTE disinfection must not be performed in a fashion that will contaminate the food product (example-do not use a spray disinfectant on a salt shaker).
- 5) It is prohibited to pre-set tables with utensils/napkins/glassware.
- 6) Counter and bar ordering are acceptable as long as the 6 feet distancing requirements can be maintained or other engineering controls can be utilized (example – Plexiglas barriers). NOTE: Patrons in line must maintain social distancing requirements while waiting to order.
- 7) Signage is required for counter ordering to maintain social distancing; designated places on the floor should be marked to indicate authorized standing locations.
- 8) Frequently disinfect all areas of high touch points including payments collection devices.
- 9) Menu use should include: single use (disposable), laminated version (able to disinfect), online, or posted on a white board (or similar posting strategy that avoids high contact).
- 10) Use of karaoke machines, bowling, pool tables, games and other high touch point activities are prohibited.
- 11) Comply with rules for use of jukebox, arcade and other coin operated machines. (Also see Video Lottery Terminal below).

**The following guidelines and best practices are recommended to be followed, but are not required:**

- 12) Assign designated greeter/host to manager customer flow including: monitoring social distancing while patrons are in line, ordering, enter/exit process and maintaining clearance near egress points for fire exits.
- 13) Consider assigning the same employee to one party for the entire experience (service, busing table, payment), thus limiting the number of staff serving individual parties. Employees may be assigned to multiple parties, but should practice proper hand hygiene when moving between parties.
- 14) Assign staff member to monitor entry points to common areas (example- restrooms) to avoid customer congregation.
- 15) Strongly encourage customers to wear cloth or disposable face coverings. NOTE: patrons do not need to wear face coverings at their table or seating area. If business sets a policy requiring customers to wear a face mask, it is recommended to consult with their legal counsel to determine if this requirement is permissible.
- 16) Encourage customers to call in advance or make reservations to confirm seating availability/capacity. Consider creating a phone reservation system that allows people to queue and wait in a car or at a nearby location where people may only enter the restaurant after they receive a call that a table is ready.
- 17) Consider adding hand washing stations around the facility for customer use. Businesses can also make hand sanitizer (60-95% alcohol) available to customers. Hand sanitizer does not take the place of hand washing by employees.
- 18) Post clear signage displaying Covid19 symptoms (available at [healthoregon.org/coronavirus](http://healthoregon.org/coronavirus)). If employees or customers display symptoms, they must stay immediately leave the facility. List areas to get help.

OUTLINE OF PREPARATIONS FOR RE-OPENING YOUR BUSINESS AFTER COVID19

	<p><b>Video Lottery Terminal Operations (VLT)</b> <i>NOTE: Oregon Lottery will not turn on VLTs until all requirements are satisfied.</i></p> <p>19) VLTs must be placed at least 6 feet apart. If this is not possible due to space limitations, Oregon Lottery may turn off machines to comply with physical distancing requirements and provide appropriate spacing between patrons.</p> <p>20) Individuals are required to request VLT access from an employee, who will then disinfect the machine before use is authorized. Patrons are not permitted to change to a new VLT without requesting authorized use from an employee.</p> <p>21) The same requirements are expected for a patron using a VLT as a patron seated at a table.</p> <p>22) Only one player can be seated, playing or at a VLT at a time.</p>
<p><b>Employee Trainings</b></p> 	<ol style="list-style-type: none"> <li>1. It is very important that ALL facility employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID19.</li> <li>2. <b>Conduct and document first-day-back training orientation for all staff:</b> COVID19 Signs/Symptoms and Isolation Protocol, Social Distancing, Personal Hygiene, COVID19 Disinfection Procedures. Reinforce in regular safety and crew meetings.</li> </ol>
<p><b>Inbound Parts/Materials/Packages</b></p>	<p>The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus. If packaged materials have been in transit and/or storage at the plant for more than 48 hours from last human contact, no further action need to be taken.</p>
<p><b>Isolation Protocol</b></p> 	<p>Isolation Protocol is for employees who become ill at work. Employees who feel ill, or if someone observes that another person is exhibiting symptoms of COVID19 at work, they are to contact Human resources or other designated person(s). On a case-by-case basis, as directed by federal, state and local public health and safety officials, implement practices for specific types of businesses, such as screening of employees upon work entry, requiring non-cash transactions, etc.</p> <p><u>Note:</u> High-risk and other individuals covered by executive order, state and federal coronavirus relief acts may have their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible, expanded family and medical leave, access to use unemployment benefits, or access to other paid time off depending on the circumstances.</p>

**Cleaning Table for Disinfection Frequency.** Disinfectant: commercial grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite).

Area/Place	Disinfection Content	Disinfection Measures	Frequency
Work unit common surfaces	Including control buttons, tools, and other common surfaces	Spray with hand held sprayer + wipe	Minimum at the end of each shift
Tables, desks, podiums, etc.	All horizontal and toughed surfaces	Spray with hand held sprayer + wipe	At end of each use and at end of day
General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms	Spray with hand held sprayer + wipe	At least four times per day
Employee meal areas	Table and chair surfaces, dispensers, vending machines, etc.	Spray with hand held sprayer + wipe	Generally 3 or more times per shift to include after all breaks and meals