

XX, XX, 2020

亲爱的餐厅老板：

最近，该县修改了订单，允许室内和室外用餐。准则要求您遵循此数据包中包含的说明。它们包括一个自我认证组件，确认您正在实施这些准则，以最大限度地降低 COVID-19 的风险，从而保障您的员工和客户的安全。

如果您需要文档的其他副本，可以在以下时间[找到](https://www.smchealth.org/post/covid-19-requirements-resources)<https://www.smchealth.org/post/covid-19-requirements-resources>

您的餐厅需要遵循的指导包含在标题为圣马特奥县餐厅用餐要求的文件中，包括在此包中。它列出了您的餐厅需要就地设置的要求，以满足县指南。

要求如下：

1. 回顾加州公共卫生行业指南：
 - a) Covid-19 行业指南：在餐厅用餐（附后副本）
 - b) Covid-19 行业指南：餐厅、酒吧和酒厂（随附副本）
2. 完成、审核（与员工一起）和邮政，在所有前门完成以下完整文件（随附副本）：
 - a) 卫生官员的社会距离协议（附录A）
 - b) 社会疏远协议中列出的必需标牌
 - c) Cal/OSHA COVID-19 餐厅餐饮一般清单
 - d) 自我认证标牌

首先使用圣马特奥县餐厅餐饮要求文件作为指南，填写所需表格并自行认证您的餐厅。在餐厅实施室内或室外用餐之前，请按照以下三步流程填写表格：

第 1 步）验证部分（A）标题为：所有餐馆应验证以下。

- 这些指南涉及系统操作、食品储存要求、昆虫或啮齿动物感染以及员工食品处理认证和培训编号为 1-6。

第 2 步）按照第（B）

节中的指示进行说明，标题为：所有餐厅向**顾客重新开放坐下来用餐服务的标准。**

- 它包含有关清洁和消毒、审查所附文件以及所需员工培训和健康、使用障碍和个人防护设备（PPE）的说明的信息。
- **本节中的第 4 项是一个关键组成部分，因为它需要指定的负责人来确保您的健康和安全计划的实施。**
- 指定人员/主管必须在营业时间中在现场。这些项目编号为 1-4。

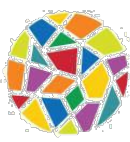
步骤 3）完成附录 A，通过选中适用于您的餐厅的复选框。

- 附录 A 现在是您餐厅所需的社会疏远健康和计划。
- 现在，您必须在每个入口门附近张贴这些必需的文件，以便公众和员工能够看到这些文件。
- 请务必完成并包括自我认证（橙色检查标记文档）。

请在推进室内或室外用餐计划之前完成所有要求。

我们希望您发现这些信息有助于满足县的餐饮需求，并祝您一切顺利，因为我们共同努力，克服我们面前的这一挑战。我们一起支持我们的社区，并正在努力克服这一挑战！

真诚



CAL/OSHA COVID-19 一般检查表

店内用餐餐馆适用

注：本文件由加利福尼亚州公共卫生部与 Cal/OSHA 编制 [2020 年 5 月 12 日 COVID-19 店内用餐餐馆一般检查表](#)。

检查表旨在帮助店内用餐餐馆职工执行计划，防止 COVID-19 在工作场所传播，这是对[店内用餐餐馆指南](#)的补充。本检查表汇总并包含指南中某些部分的简称。请熟读指南，再使用本检查表。

工作场所专用书面计划的内容

- ☐ 负责执行计划的人员。
- ☐ 为防止病毒传播进行的风险评估和采取的措施。
- ☐ 对员工和员工代表进行该计划的培训和沟通。
- ☐ 检查是否符合规定，记录并纠正不足之处的过程。
- ☐ 调查 COVID 病例，通知当地卫生部门，确定并隔离受感染员工在工作场所的密切接触者，直到他们完成检测的过程。

员工培训主题

- ☐ [COVID-19](#) 相关信息，防止传播，以及哪些是易感人群。
- ☐ 参照 [CDC 指南](#) 在家自查，包括测量体温和／或症状检查。
- ☐ 在员工频繁出现咳嗽、发烧、呼吸困难、发冷、肌肉疼痛、头痛、喉咙痛、近期味觉或嗅觉丧失，或者他们或与他们一起生活的人被确诊感染 COVID-19 的情况下，不要去上班的重要性。
- ☐ 何时接受医学观察。
- ☐ 洗手的重要性。
- ☐ 在上下班时间保持身体距离的重要性。
- ☐ 正确使用面部覆盖物。

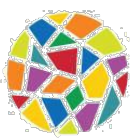
- 关于员工休假福利和薪酬的信息。

个人控制措施及筛查

- 症状筛查和／或体温测量。
- 鼓励生病或出现 **COVID-19** 症状的工人在家隔离。
- 鼓励勤洗手和使用洗手液。
- 根据需要，为使用清洁工具和消毒工具的工人提供一次性手套。对于其他清洁工作，例如处理经常接触的物品或进行症状筛查，可以考虑戴手套作为替代勤洗手的补充措施。
- 强烈建议佩戴布口罩。
- 为处理脏盘子的员工提供一次性手套，并为洗碗工人提供不透水的围裙和眼睛及面部保护。经常更换和／或消毒。
- 缩短或增加休息室桌子／椅子之间的距离，或在开放空间提供休息区，确保保持身体距离。
- 经常与顾客沟通，让他们使用口罩／面部遮盖物。

清洁和消毒方案

- 彻底清洁人流量较大的区域。
- 经常对常用表面和顾客接触的表面进行消毒。
- 在换岗之前或其他人使用之前清洁可触摸表面，以接触频率较高的为准。
- 为餐厅、酒吧区、主场地和厨房等区域配备适当的卫生产品，包括洗手液和消毒湿巾，并确保供应充足。
- 确保卫生设施始终处于运行状态并备有存货。
- 使用[经美国环境保护局 \(EPA\) 批准的](#)清单上批准用于预防 **COVID-19** 的产品并遵循产品说明和 **Cal/OSHA** 的要求。
- 为工人提供时间，在轮班期间执行清洁措施，并考虑第三方清洁公司。
- 如有可能，安装免提装置。
- 考虑升级并改善空气过滤和通风。
- 提供一次性或电子菜单。
- 仅在需要的情况下为顾客提供餐桌用具（餐巾、餐具、玻璃器皿等）。



- ☐ 仅在需要的情况下提供共用调味品或提供单份餐盒。
- ☐ 顾客使用前，用餐巾纸把餐具卷起来，并存放在干净的餐盒中。
- ☐ 根据需要提供外卖餐盒，并要求顾客自己打包剩菜。
- ☐ 将脏桌布从餐桌上取下并装进用密封袋。
- ☐ 每次用餐后，彻底清洁每个顾客的用餐地点。
- ☐ 仅在需要的情况下提供薄荷糖、糖果、零食和牙签。不要遗漏这些或其他物品，如游戏。
- ☐ 在顾客和员工入口处及接触区域提供洗手液。

身体距离指南

- ☐ 优先安排室外就坐和路边取餐服务。
- ☐ 为顾客提供外卖、配送和得来速餐厅选项。
- ☐ 鼓励顾客提前预订。
- ☐ 请顾客在远离营业场所的车里等候，并通过手机提醒他们食物已经准备好。避免使用“蜂鸣器”。
- ☐ 执行措施，通过重新配置空间、安装物理隔离带或视觉提示（例如，地板标记、彩色胶带或设立标牌，指示工人应站在哪个位置）等措施，让员工与顾客之间隔开至少六英尺的身体距离。
- ☐ 在无法保持身体距离的工作区域，按要求佩戴口罩。
- ☐ 如有必要，调整面对面会议，以确保身体距离。
- ☐ 如有需要，根据工资和工时规定错开员工休息时间。
- ☐ 重新配置、限制或关闭公共区域（例如员工休息室），提供可执行物理距离的替代方案，并阻止员工聚集在客流量较大的区域。
- ☐ 重新配置厨房，在可行的地方保持物理距离，如果不可行，则尽可能错开班次，提前上班。
- ☐ 从用餐区移走桌椅，使用视觉提示提醒它们不能使用，或安装有机玻璃或其他物理屏障，将顾客隔开。
- ☐ 关闭酒吧区域。
- ☐ 筛查顾客的症状。
- ☐ 限制一张餐桌的顾客人数。

- 把同桌用餐人员带到餐桌，一次带一位。
- 对于距离顾客六英尺以内的任何员工，都必须佩戴面部遮盖物。
- 不要让顾客坐在离员工工作区和食品饮料准备区不足六英尺的地方。
- 如有可能，用撑杆开门或安装自动门。
- 后物理距离规定。
- 执行高峰时段排队程序，包括店主提醒顾客保持身体距离。
- 使用无接触取餐和配送方式，提供外卖食品。



聖馬刁縣餐館用餐要求

餐館/食品設施的安全用餐計畫

以下指導方針的宗旨是概述將 COVID-19（新型冠狀病毒）傳播風險降至最低的基本要求，同時讓各個營運商能最有效地採取符合各自需求的方式。

請執行以下事項：

1. 審閱加州公共衛生局 (California Department of Public Health, CDPH) 的《行業指南》(Industry Guidance)：
 - a. [Covid-19 的《行業指南》：在餐館用餐](#)
 - b. [Covid-19 的《行業指南》：餐館、酒吧和酒廠](#)
2. 列印、填寫、審閱（與僱員一起）並在所有入口處張貼以下（4）份文件（詳情）：
 - a. [《衛生官員的社交距離方案》\(Health Officer's Social Distance Protocol\)](#)（附錄 A）
 - b. [《社交距離方案》中所列的必要標識](#)
 - c. [加州職業安全與健康管理局 \(California Division of Occupational Safety and Health Administration, Cal/OSHA\) 在 COVID-19 期間堂食餐廳《通用檢查表》\(COVID-19 General Checklist for Dine-in Restaurants\)](#)
 - d. [自我認證標牌](#)

A. 所有餐館應核實以下措施：

1. 所有的設備、水管和通風系統都可以使用。
2. 餐館關閉期間，存放的所有食品都保持在適當的溫度，沒有受到污染（如果無法確定，應將這些食品丟棄）。
3. 丟棄所有過期食品。
4. 沒有蟲害和鼠害。
5. 徹底清潔設施。
6. 工作人員接受最新的食品處理人員培訓或認證。

B. 所有餐館重新向顧客開放就座用餐服務的標準：

1. 請對餐館和所有其他未使用的區域進行清潔和消毒。
2. 審閱加州政府在針對 [COVID-19 的行業指南中提供的指導：在餐館用餐](#)。實行適用於具體餐館運營的指導標準。其中包括員工培訓、員工健康監測、使用物理隔離方法或屏障、在顧客區域使用如面罩等個人防護設備 (personal protective equipment, PPE)、加強清潔和衛生，以及其他適用的指導標準。
3. 列印 [《衛生官員的社交距離方案》](#)（附錄 A）以及 [加州職業安全與健康管理局 Cal/OSHA 針對 COVID-19 為在餐館用餐設計的《通用檢查表》](#)，並依據您的餐館正在實施的指導標準勾選適用的方框。這就是您的餐館為保持社交距離所必制定的《衛生與安全計畫》(Health & Safety Plan)。將這些必需文件張貼在每個入口附近，使公眾和職員能夠隨時看到。
註：對於已制定文件的企業，如果文件上有一樣的資訊，則可以使用該企業的文件。



4. 指定一名 COVID-19 主管/負責人，確保餐館的《衛生與安全計畫》得以落實。在營業時間內，必須要有指定的 COVID-19 主管/負責人。

員工健康：

將以下措施納入您的《衛生與安全計畫》（《附錄 A：社交距離規程》和《通用檢查表》）。

- 通知員工如果生病，可以不用上班。
- 每天對員工進行體溫掃描或測量體溫。
- 在每次開始輪班前對每位員工進行健康篩選，以確認以下問題：
 - 在過去 7 天內，您是否有生病或出現與 COVID-19 病症一致的症狀？
 - 家戶/家庭成員在過去 7 天內是否有發燒或其他 COVID-19 的症狀？
 - 在過去 14 天內，您是否與已知患有 COVID-19 的人有過密切接觸？
- 有 COVID-19 類似症狀的員工不能上班，並鼓勵他們聯絡其醫療服務提供者或 2-1-1。
- 所有與公眾有互動的員工，在無法與其他員工保持社交距離時，必須佩戴口罩。
- 經常對員工洗手間、休息室進行清潔、消毒。
- 員工必須經常使用肥皂和溫水清洗雙手至少 20 秒。
- 提供一份您餐館自己的 Covid-19 安全方案，或提供加州的 Covid-19 《行業指南》：[在餐館用餐](#)相關規定給每位職員，並確保他們理解並執行這些方案的內容。
- 確保所有員工閱讀並理解聖馬刁縣衛生官員的命令和當地衛生部門的指導方針。
- 通知員工不要分享食品、飲料和食具。
- 要求員工避免握手和類似的問候。
- 於下列情形，考慮除了洗手以外，要使用免洗手套作為輔助：
 - 進行員工健康篩選。
 - 處理被體液污染的物品。
 - 觸摸顧客使用過的物品（髒了的杯子、盤子、餐巾紙等）。
 - 處理垃圾袋。

社交距離：

在您的餐館採取所有適當的措施以確保遵守保持社交距離規範。

- 遵守加州政府的強制要求規範，所有桌子之間間距要有 6 英尺。如果桌椅、隔間等不能移動，要用視覺提示表明它們不能使用，或安裝有機玻璃或其他類型的不透光物理屏障，以減少顧客之間的接觸。請見本文件末的示意圖。
- 根據場所的規模及需要調整場所內的最高佔用率規則，以限制場所內的人數，和/或在服務台之間使用防滲透的屏障，以保護顧客彼此之間以及僱員的安全。
- 落實各項措施，確保在顧客等位、點餐、取餐時確實保持社交距離。
- 在公眾可能排隊的任何區域，在地板上黏貼膠帶或設置其他容易看到的標記，標記之間的間隔至少 6 英尺。
- 將單桌的顧客人數限制在一個家庭/生活單位或「社交圈」內。就坐於同一張桌子聚餐的人不一定要彼此距離 6 英尺。在就座前，一起聚餐的成員應該在場，且應該由接待人員一次引導所有聚餐的成員就座。
- 所有餐館工作人員應盡量減少在客人六英尺範圍內停留的時間。



- 重新配置廚房，在可行的情況下，在這些區域要保持身體距離，如果沒辦法，則分開工作班次，盡可能提前進行部份工作，以盡量減少同時在廚房工作的職員人數。
- 確保桌子與所有食物準備區（包括飲料和服務台）保持 6 英尺以上的距離，使用屏障除外。
- 使用屏障代替保持社交距離可能會阻礙通風和消防灑水系統的有效性，應盡量少用。

對用餐公眾的教育：

落實各項措施，確保教導公眾外出用餐的安全知識。

- 請張貼《社交距離方案》中所述的所有必要標識，其中包括提醒顧客保持 6 英尺的社交距離，進入餐館後要洗手或使用消毒劑、要佩戴口罩，且如果生病或出現符合 COVID-19 的症狀，應留在家中。（《社交距離方案》要求張貼的標識）
- 將餐館的《衛生與安全計畫》（[《通用檢查表》](#)）張貼在每個入口附近，使公眾和員工能夠隨時看到。
- 只要您有張貼並遵循《衛生與安全計畫》，就可以張貼[自我認證標牌](#)。

除了在餐桌上用餐外，顧客必須佩戴口罩。

加強消毒、防疫和疾病預防措施：

採取措施，避免多重接觸或頻繁消毒多重接觸點，並且消毒會與食品接觸的表面，以保護公眾。

- **禁止事項：**
 - 禁止提供多名顧客可能觸碰到的食品或餐桌之間可共用的食品，如調味瓶、鹽罐、胡椒罐、麵包籃等。
 - 自助餐、沙拉吧等自助服務檯。
 - 自助飲料機（除非可更頻繁地清潔和消毒壓板和按鈕）。
 - 禁止在餐桌上準備和擺放食品，比如選餐車和餐桌邊的鱈梨醬。
- 可供多名顧客使用的非食品類物品，如菜單，必須在每次使用之間以經過核准的方式進行消毒，或改用一次性使用的物品，如一次性紙質菜單。
- 確保所有器皿和食具都得到妥善清洗、沖洗和消毒。確保所需的接觸時間（器具必須浸入消毒劑中的時間），以使消毒劑生效。如果無法合理安排這些措施，就只能使用免洗餐具或食具。
- 使用對新型冠狀病毒有效的消毒劑對電話、門把、信用卡終端機等接觸頻繁的地方進行消毒，且須更頻繁地進行消毒。
- 增加對衛生間的消毒頻率。
- 不要為顧客提供裝有餐後薄荷糖、糖果、零食或牙籤等的共用容器。視乎要求個別提供。
- 禁止設置共享娛樂項目，如棋盤遊戲、街機遊戲和自動販賣機。關閉遊戲和娛樂區域，因為在這些區域，顧客可能共享如台球桌或飛鏢等物品。
- 盡可能避免送餐時人與人之間的接觸。指定送餐地點，在遠離交通繁忙的地方收貨。與送餐司機保持至少 6 英尺的距離。



- 將外賣食品擺放在指定的桌子上，不允許人對人領取，如用密封袋裝好，貼上訂單號或顧客姓名的標籤。
- 剩餘的食物必須由顧客打包外帶。

附加建議：

視情況適當實施更多安全措施。

- 為顧客提供消毒濕巾或搓手液（酒精含量至少 60%）。
- 使用帶有免觸摸的設備，如免持肥皂和毛巾分配器。
- 提供非接觸式支付系統，若不可行，在必要時經常消毒支付系統。
- 鼓勵預約或建議顧客提前打電話確認座位情況。考慮建立一套預約系統，讓顧客相隔六英尺排隊或在車裡等待，只有在得到電話、簡訊或其他方式通知桌子可以入座時才進入餐館。
- 限制各桌聚餐者服務的員工人數。考慮安排同一名員工為同桌聚餐的客人全程服務，並同時確保員工用餐和休息的時間。
- 室外餐飲、室外座位安置、食品服務應遵循當地法律、法規和許可要求。諮詢當地計劃和分區部門。
- 休息區，比如火坑，可以供同一居住單位或「社交圈」的成員使用，與其他客人和其他「社交圈」需保持 6 英尺的距離。
- 目前開放用餐的設施必須持續提供路邊取貨、外賣和/或送餐服務。
- 接待檯必須設在用餐區入口，以禁止顧客不必要地穿過用餐區。
- 應盡量鼓勵排隊等候座位的顧客在室外露天等候。
- 12 歲以下兒童的監護人必須確保兒童遵守社交距離指導方針。
- 如果允許犬隻在戶外用餐區用餐，主人有責任確保犬隻遵守社交距離指導方針，並用繩索拴住犬隻。
- 酒類必須是在提供餐飲時，才可以隨餐出售給顧客。
- 餐館此時不允許舉辦娛樂活動。

符合「保持社交距離」要求的座位安排實例。

（每個方框為 6 英寸乘以 6 英寸）

如果使用屏障，必須用不透水、可清洗、耐用的材料製成，可以經常清洗和消毒，例如有機玻璃。必須按照消防和建築規範安裝屏障，以免影響通風或防火系統。屏障必須距離桌面/檯面至少 30 英寸高，並且符合示意圖中註明的其他尺寸。



SAN MATEO COUNTY HEALTH
**ENVIRONMENTAL
HEALTH SERVICES**

環境健康服務部

食品計劃

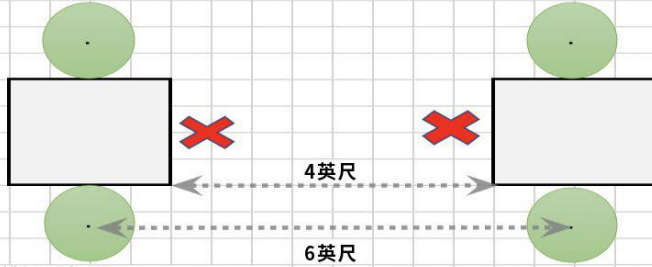
2000 Alameda de las Pulgas, Suite 100

San Mateo, CA 94403

電話：(650) 372-6200 | 傳真：(650) 627-8244

smchealth.org/food

示意圖1



並排無屏障

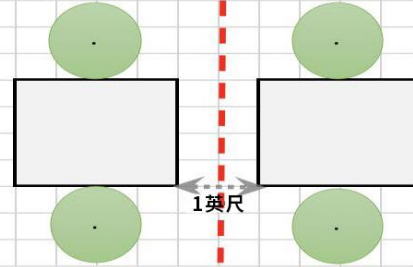
桌與桌之間的距離為4英尺，以桌緣與桌緣之間為測量標準

客人之間的距離為6英尺，以椅子的中心位置為測量標準

此規定適用於宴會座位

此規定也適用於吧檯座位

示意圖2



並排有屏障

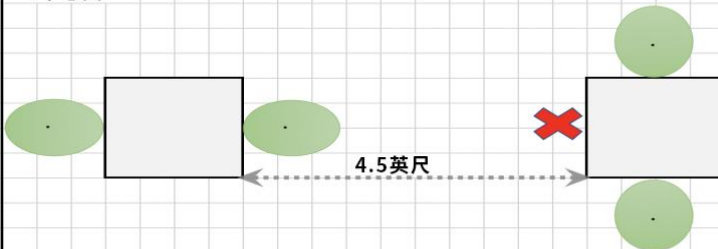
桌與桌之間的距離為1英尺，以桌緣與桌緣之間為測量標準

屏障—伸出桌尾18英寸

吧檯座位，不需要屏障

—屏障必須伸入吧檯18英寸

示意圖3



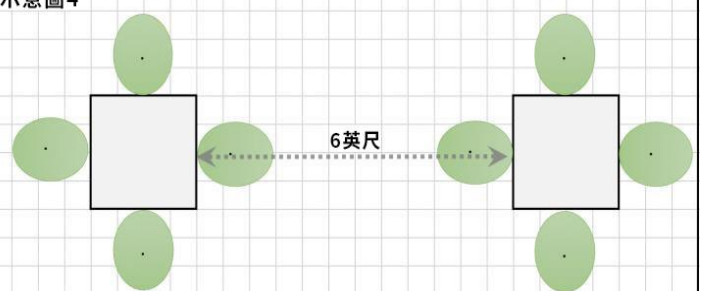
「垂直」座位，沒有屏障

桌與桌之間的距離為4.5英尺，以桌緣與桌緣之間為測量標準

客人之間的距離為6英尺，以椅子的中心位置為測量標準

此規定也適用於吧檯座位

示意圖4

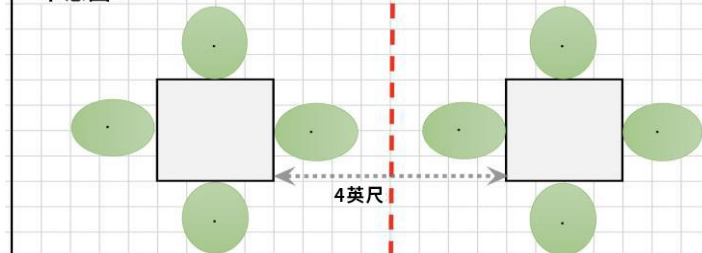


背靠背，無屏障

桌與桌之間的距離為6英尺，以桌緣與桌緣之間為測量標準

如果隔間的座位是背靠背的，沒有屏障，則適用(6英尺，以桌緣與桌緣之間為測量標準)

示意圖5

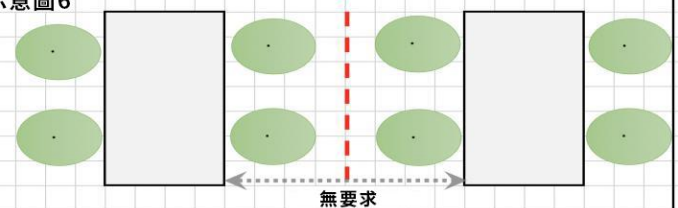


背靠背，有屏障

桌與桌之間的距離為4英尺，以桌緣與桌緣之間為測量標準

屏障從桌子末端延伸18英寸(完全覆蓋座位的深度)

示意圖6



隔間，背靠背，有屏障

如果屏障符合規定要求，則桌與桌之間沒有最短距離要求



示意圖7

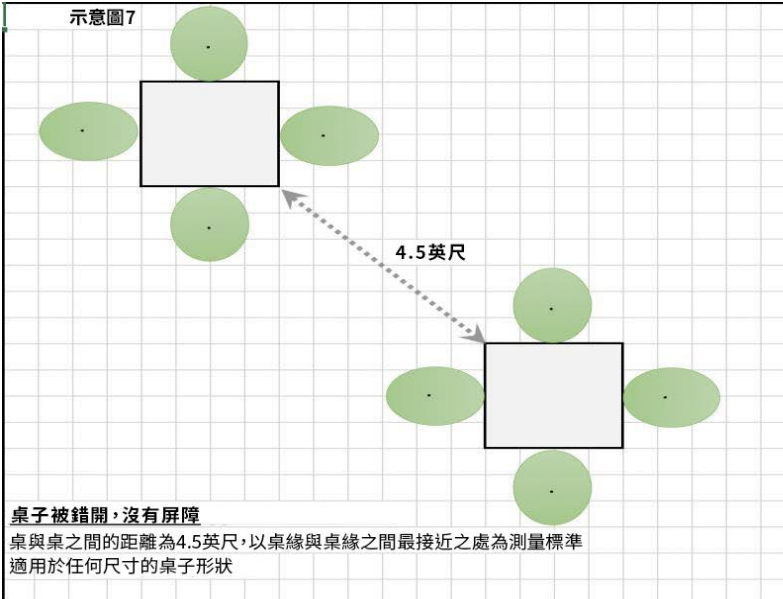


示意圖8

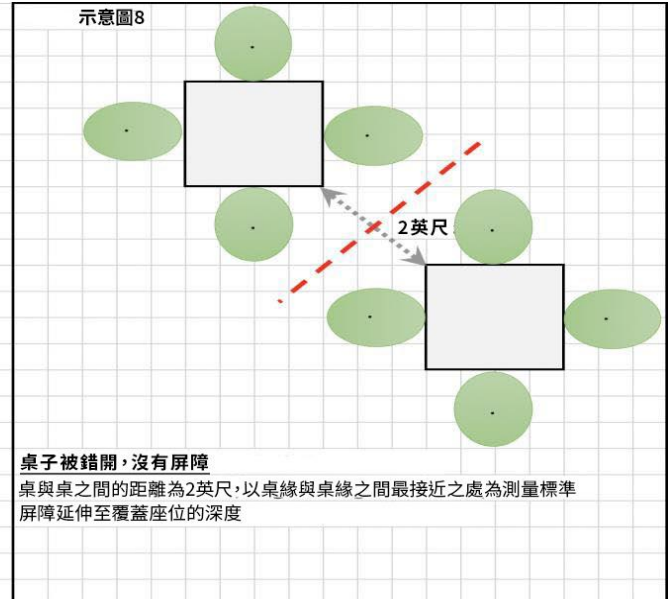


示意圖9

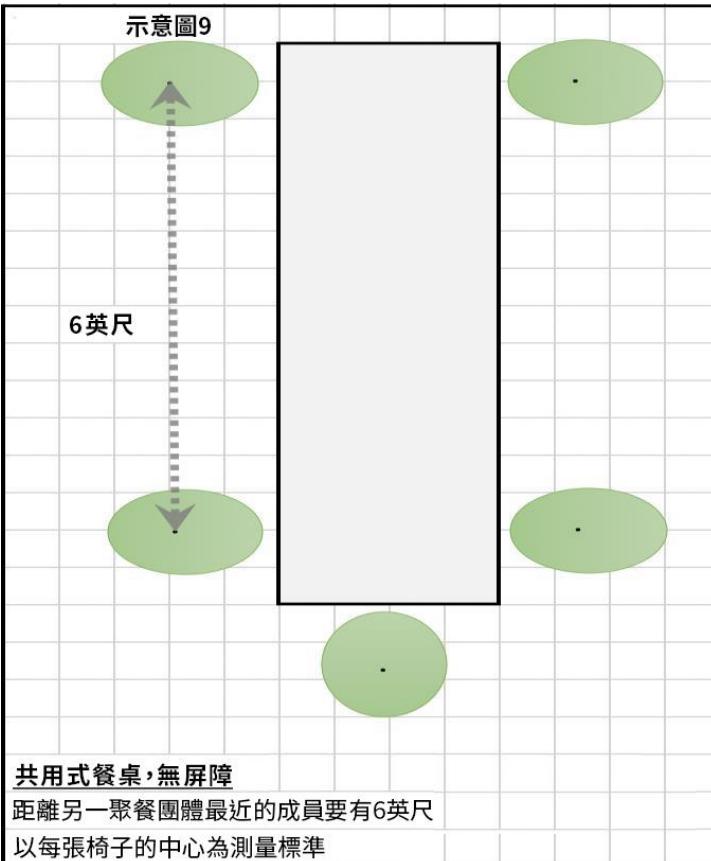
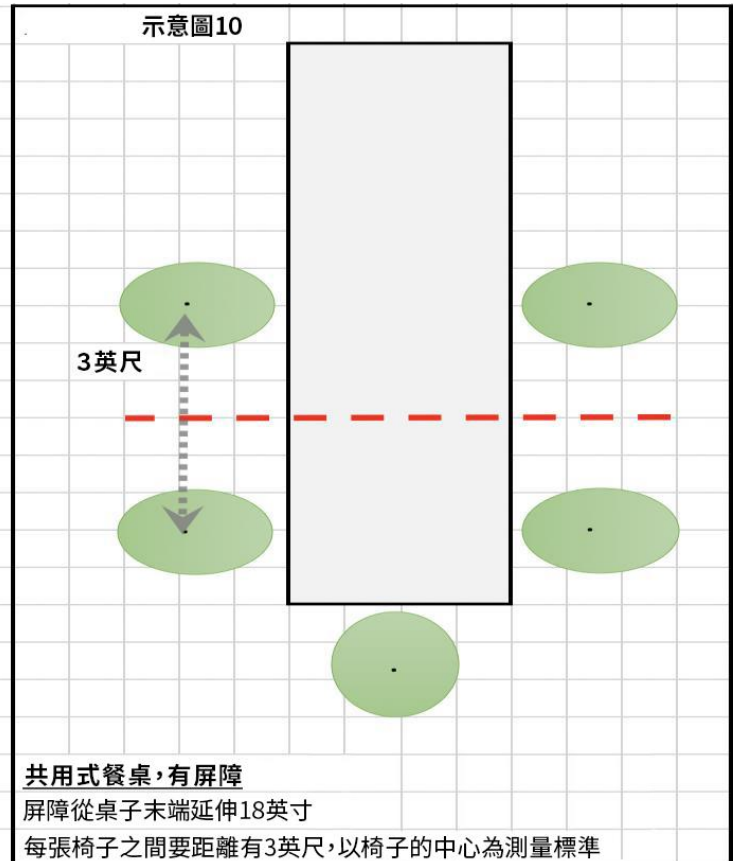


示意圖10





SAN MATEO COUNTY HEALTH
**ENVIRONMENTAL
HEALTH SERVICES**

環境健康服務部

食品計劃

2000 Alameda de las Pulgas, Suite 100

San Mateo, CA 94403

電話：(650) 372-6200 | 傳真：(650) 627-8244

smchealth.org/food

示意圖11

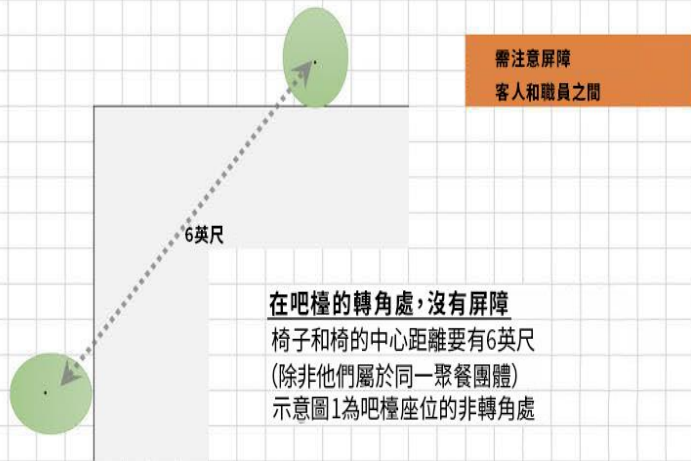


示意圖12

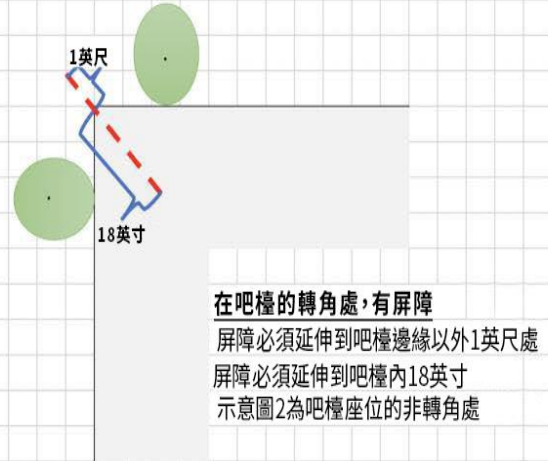


示意圖13

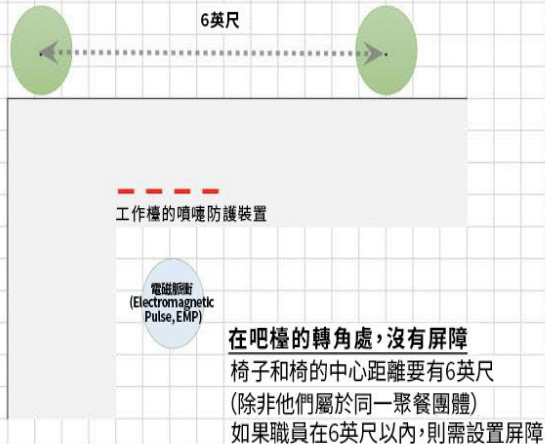
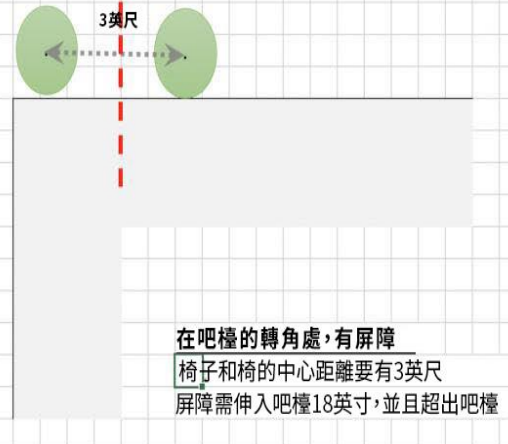


示意圖14



附录 A：社交距离规定（2020 年 6 月 17 日更新）

设施名称：

设施地址：

向公众开放的场所的大致总面积（平方英尺）：

各设施必须实行下列所有适用措施，若有任何措施因不适用而无法实行，应能够对原因作出合理解释。

签字：

☐ 在设施的每个公共入口处设立标牌，告知公众：如出现 COVID-19 症状，不可进入设施；人员相互之间至少保持六英尺的距离；打喷嚏和咳嗽时应以纸巾或布巾遮挡；如无纸巾或布巾，应以手臂遮挡；佩戴面部遮挡物（如果适用）；并且应避免握手或进行不必要的身体接触。

☐ 在设施的每个公共入口处设立标牌，张贴《社交距离规定》。

保护员工与公众健康的措施（请选择适用设施的所有选项）：

☐ 告知全体员工：如若生病不要来上班。

☐ 在员工进入工作区之前，对员工进行症状检查。

☐ 视情况要求员工佩戴面部遮挡物。

☐ 每张桌子或各个工位之间至少保持六英尺距离。

☐ 经常对休息室、浴室和其他公共区域消毒，时间安排如下：





SAN MATEO COUNTY HEALTH
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POLICY & PLANNING**

- ☐ 休息室：
- ☐ 浴室：
- ☐ 其他：

- ☐ 在以下地点配备消毒剂等防疫相关用品，供全体员工使用：
- ☐ 在以下地点配备可有效杀灭 COVID-19 病毒的洗手液，供全体员工使用：
- ☐ 在以下地点配备香皂和水，供全体员工使用：
- ☐ 所有员工和公众人士必须遵守卫生部命令中的面部遮挡物佩戴要求（第 c19-11 号令）。
- ☐ 确保全体员工人手一份此协议。
- ☐ 可选 — 说明其他措施：

确保人员之间至少保持六英尺距离的措施（请选择适用设施的所有选项）

- ☐ 将设施内人数随时限制在 _____，使个人在任何时候相互之间保持至少六英尺的距离。
- ☐ 在门口处安排一名员工，负责确保设施内人数不超过上述最高人数限制。
- ☐ 在设施外设立标牌，提醒人员至少保持六英尺间距，包括排队等候期间。
- ☐ 在设施内外个人长时间站立或坐着的区域，划定至少间隔六英尺的胶带或其他标志，同时设立标牌，指示顾客根据标志保持距离。
- ☐ 要求所有员工与他人之间至少保持六英尺的距离，除非员工在必要情况下短暂缩短距离，或员工需要在六英尺以内提供服务。
- ☐ 可选 — 说明其他措施：



避免不必要接触的措施（请选择适用设施的所有选项）：

- ☐ 避免人员自取任何商品。
- ☐ 不提供个人自取购买的散装食品容器。
- ☐ 禁止个人从家里自带笔/铅笔、包袋、马克杯或其他可重复使用的物品。
- ☐ 提供非接触式支付系统，如果不可行，定期消毒支付系统。说明：
- ☐ 可选 — 说明其他措施（例如安排老年人专门接待时间）：

加强消毒的措施（请选择适用设施的所有选项）：

- ☐ 在购物车和购物篮位置附近配备可有效杀灭 COVID-19 病毒的消毒巾。
- ☐ 在设施入口处或入口旁以及人员直接接触的其他任何位置，向公众提供洗手液、香皂和水或有效消毒剂。
- ☐ 每次使用后对所有刷卡设备、钢笔和触笔进行消毒。
- ☐ 经常消毒所有高频接触表面。
- ☐ 可选 — 说明其他措施：

* 本文档中未涵盖的任何其他措施应在单独页中列出，并作为本文档的附件。

关于本规定，若您有任何问题或意见，请联系以下人员：

姓名：

电话号码：

保護您和他人免受 COVID-19感染

如有以下情況請留在家中：

您正患有COVID-19症狀，例如：

- 發燒或發冷
- 咳嗽
- 呼吸急促或呼吸困難
- 疲勞
- 肌肉或身體痠痛
- 頭痛
- 剛失去味覺或嗅覺
- 喉嚨痛
- 鼻塞或流鼻水
- 噁心或嘔吐
- 腹瀉



請先清洗 雙手。

請使用肥皂和清水
清洗雙手或使用手
部消毒液。



請務必維持社 交距離（至少6英尺）。

打噴嚏或咳嗽時請使用布或面紙遮擋，
如無法取得，請使用衣袖。
請勿握手或進行不
必要的肢體接觸。



我們已張貼 COVID-19 社交距離 規定

以便於您了解我們
是如何安全地運營



6 英尺

謹記：必須戴臉罩

企業請將此標語張貼於您設施的公共入口。

欲了解更多資訊，請聯絡環境健康服務部，電話 (650) 372-6200，
或瀏覽網站 smchealth.org/eh。



SAN MATEO COUNTY HEALTH
ENVIRONMENTAL
HEALTH SERVICES

COVID-19 PREPARED

PREPARADO PARA EL COVID-19 | COVID-19準備工作



This business has completed a Social Distancing Protocol to prevent the spread of COVID-19.

Este negocio implementó un protocolo de distanciamiento social para evitar la propagación del COVID-19.

該企業已完成《社交距離規定》，以防止COVID-19的傳播。

To report a complaint about this or another business not following a Social Distancing, please contact

Para presentar una queja sobre este u otro negocio que no cumpla el distanciamiento social, comuníquese con | 如需投訴該企業或其他企業未遵守《社交距離規定》，請聯絡

Name of Dept | Nombre del departamento | 部門名稱

Contact Email/Phone for Dept | Correo electrónico de contacto/teléfono del departamento | 聯絡該部門的電子郵件/電話號碼

The person responsible for implementing this protocol is

La persona responsable de implementar el protocolo es | 負責執行本規定的人員是

Full Name | Nombre completo | 全名

Title | Puesto | 職務

Email | Correo electrónico | 電子郵件

Phone | Teléfono | 電話號碼



SAN MATEO
COUNTY HEALTH

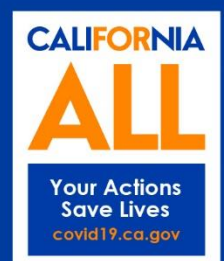
smchealth.org/coronavirus



COVID-19 INDUSTRY GUIDANCE: Dine-In Restaurants

May 12, 2020

covid19.ca.gov



OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

PURPOSE

This document provides guidance for dine-in restaurants, brewpubs, craft distilleries, breweries, bars, pubs, and wineries to support a safe, clean environment for workers and customers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.¹ Stay current on changes to public health guidance and state/local orders as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage](#). The U.S. Food and Drug Administration has [guidance for restaurants](#) and the CDC has additional requirements in their [guidance](#) for businesses and employers.

- Brewpubs, breweries, bars, pubs, craft distilleries, and wineries should remain closed until those establishments are allowed to resume modified or full operation **unless they are offering sit-down, dine-in meals. Alcohol can only be sold in the same transaction as a meal.**
- Dine-in restaurants, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that provide sit-down meals should follow the restaurant guidance below and should continue to **encourage takeout and delivery service whenever possible.**
- Brewpubs, breweries, bars, pubs, craft distilleries, and wineries that do not provide sit-down meals themselves, but can contract with another vendor to do so, can serve dine-in meals provided both businesses follow the guidance below and alcohol is only sold in the same transaction as a meal.
- Venues that are currently authorized to provide off sale beer, wine, and spirits to be consumed off premises and do not offer sit-down, dine-in meals should follow the [guidance for retail operations](#) and offer curbside sales only, until local and/or statewide rules allow additional retail activity.
- Producers of beer, wine, and spirits should follow the [guidance for manufacturing operations](#).
- This guidance is not intended for concert, performance, or entertainment venues. Those types of establishments should remain closed until they are allowed to resume modified or full operation through a specific reopening order or guidance. Establishments that serve full meals must discontinue this type of entertainment until these types of activities are allowed to resume modified or full operation.



Workplace Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each establishment to implement the plan.
- Identify contact information for the local health department where the restaurant is located for communicating information about COVID-19 outbreaks among employees or customers.
- Train and communicate with employees and employee representatives on the plan.
- Regularly evaluate the establishment for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.



Topics for Employee Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent 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.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching the eyes, nose, and mouth.
 - Face coverings should be washed after each shift.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#), and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive order N-62-20](#).



Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.
- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows [CDC guidelines](#), as described in the Topics for Employee Training section above.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers should provide and ensure workers use all required protective equipment, including face coverings and gloves where necessary.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items. Workers should wear gloves when handling items contaminated by body fluids.
- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.
- Establishments must take reasonable measures, including posting signage in strategic and highly-visible locations, to remind the public that they should use face coverings and practice physical distancing while waiting for service and take-out.
- Servers, bussers, and other workers moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) and provide aprons and change frequently.
- Dishwashers should use equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers must be provided impermeable aprons and change frequently. Reusable protective equipment such as shields and glasses should be properly disinfected between uses.



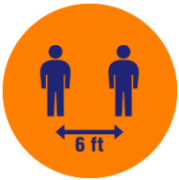
Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas, such as customer waiting areas and lobbies, break rooms, lunch areas and areas of ingress and egress including host stands, entry ways, stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doors, door handles, crash bars, light switches, waiting area chairs, credit card terminals, ATM PIN pads, receipt trays, bus tubs, serving trays, water pitcher handles, phones, toilets, and handwashing facilities.

- Frequently clean items touched by patrons, especially those that might attract contact from children including candy and toy vending machines, decorative fish tanks, display cases, decorative fountains, etc.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, phones, registers, touchpads/touchscreens, tablets, timeclocks, appliances, kitchen and bar utensils and implements, oven doors, grill and range knobs, carts and trolleys, keys, etc.
- Avoid sharing audio equipment, phones, tablets, laptops, desks, pens, and other work supplies wherever possible. Never share PPE.
- Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.
- Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
- Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes to all staff directly assisting customers.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
- Restaurants should increase fresh air circulation by opening windows or doors, if possible to do so.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.

- Provide disposable menus to guests and make menus available digitally so that customers can view on a personal electronic device, if possible. If disposable menus cannot be provided, properly disinfect menus before and after customer use. Consider options for customers to order ahead of time.
- Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to customers as needed. Do not leave card stands, flyers, napkin holders, or other items on tables.
- Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where this is not possible, shared items such as condiment bottles, shakers, etc., should be supplied as needed to customers and disinfected after each use.
- Pre-roll utensils in napkins prior to use by customers. Employees must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. After customers are seated, the pre-roll should be put on the table by an employee who recently washed their hands.
- Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized. Cleaned flatware, stemware, dishware, etc., must be properly stored away from customers and personnel until ready for use. Use disposable items if proper cleaning of reusable items is infeasible.
- Takeout containers must be filled by customers and available only upon request.
- Dirty linens used at dining tables such as tablecloths and napkins should be removed after each customer use and transported from dining areas in sealed bags. Employees should wear gloves when handling dirty linens.
- Thoroughly clean each customer dining location after every use. This will include disinfecting tables, chairs, booster seats, highchairs, booths, etc. and allowing adequate time for proper disinfection, following product instructions. Many EPA-approved disinfectants require minimal contact time (seconds to one minute) against human coronavirus.
- Close areas where customers may congregate or touch food or food ware items that other guests may use. Provide these items to guests individually and discard or clean and disinfect after each use, as appropriate. This includes but is not limited to:
 - Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.

- Self-service machines including ice, soda, frozen yogurt dispensers, etc.
- Self-service food areas such as buffets, salsa bars, salad bars, etc.
- Discontinue tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.
- Do not leave out after-meal mints, candies, snacks, or toothpicks for customers. Offer them with the check or provide only on request.
- Install hand sanitizer dispensers, touchless if possible, at guest and employee entrances and contact areas such as driveways, reception areas, in dining rooms, near elevator landings, etc.
- Discontinue use of shared entertainment items such as board games, pool tables, arcade games, vending machines, etc. Close game and entertainment areas where customers may share items such as bowling alleys, etc.
- Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.



Physical Distancing Guidelines

- Prioritize outdoor seating and curbside pickup to minimize cross flow of customers in enclosed environments. Restaurants can expand their outdoor seating, and alcohol offerings in those areas, if they comply with local laws and regulations.
- Provide takeout, delivery, and drive through options for customers when possible.
- Encourage reservations to allow for time to disinfect restaurant areas and provide guidance via digital platforms if possible to customers for physical distancing while at the restaurant.
- Consider allowing dine-in customers to order ahead of time to limit the amount of time spent in the establishment.
- Ask customers to wait in their cars or away from the establishment while waiting to be seated. If possible, alert patrons through their mobile phones when their table is ready to avoid touching and use of “buzzers.”
- Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees and/or guests should stand).

- Install physical barriers or partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- Any area where guests or employees queue should also be clearly marked for appropriate physical distancing. This includes check-stands and terminals, deli counters and lines, restrooms, elevator lobbies, host stands and waiting areas, valet drop off and pickup, and any other area where customers congregate.
- Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high-density, high-traffic employee areas. Face coverings are required where employees cannot maintain physical distancing including in kitchens, storage areas, etc.
- Employee pre-shift meetings and trainings should be conducted virtually or in areas that allow for appropriate physical distancing between employees. Food, beverages, food ware, etc., should not be shared.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Consider offering workers who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- Reconfigure office spaces, lobbies, beverage bars, kitchens and workstations, host stand areas, and other spaces wherever possible to allow for at least six feet of distance between people dining, working, and passing through areas for entry and exit.
- Remove tables and chairs from dining areas so that six feet of physical distance can be maintained for customers and employees. If tables, chairs, booths, etc., cannot be moved, use visual cues to show that they are not available for use or install Plexiglas or other types of impermeable physical barriers to minimize exposure between customers.
- Bar areas should remain closed to customers.
- Discontinue seating of customers where customers cannot maintain six feet of distance from employee work and food and drink preparation areas.
- Adjust maximum occupancy rules inside the establishment based on its size to limit the number of people inside and/or use impermeable barriers between service tables to protect customers from each other and employees. For outdoor seating, maintain physical distancing standards outlined above.
- Limit the number of patrons at a single table to a household unit or patrons who have asked to be seated together. People in the same

party seated at the same table do not have to be six feet apart. All members of the party must be present before seating and hosts must bring the entire party to the table at one time.

- Limit the number of employees serving individual parties, in compliance with wage and hour regulations.
- Face coverings are strongly encouraged for all employees, however, they are required for any employee (e.g., server, manager, busser, food runner, etc.) who must be within six feet of customers. All restaurant workers should minimize the amount of time spent within six feet of guests.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Reconfigure kitchens to maintain physical distancing in those areas where practical and if not practical staggers shifts if possible to do work ahead of time.
- Discourage food preparation employees from changing or entering others' work stations during shifts.
- Discourage employees from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
- Require employees to avoid handshakes and similar greetings that break physical distance.
- Eliminate person-to-person contact for delivery of goods whenever possible. Designate drop-off locations to receive deliveries away from high traffic areas. Maintain physical distance of at least six feet with delivery drivers.
- Guests should enter through doors that are propped open or automated, if possible. Hand sanitizer should be available for guests who must touch door handles.
- Implement peak period queueing procedures, including a host to remind guests to queue with at least six feet of distance between parties outside or in waiting areas.
- Employees should not open the doors of cars or taxis.
- Takeout food items should be made available using contactless pick-up and delivery protocols.

- Avoid touching others' pens and clipboards. If possible, install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs.



Considerations for Restaurants

- Display a set of clearly visible rules for customers and restaurant personnel at the restaurant entrance(s) that are to be a condition of entry. The rules could include instructions to use hand sanitizer, maintain physical distance from other customers, avoid unnecessary touching of restaurant surfaces, contact information for the local health department, and changes to restaurant services. Whenever possible, the rules should be available digitally, include pictograms, and included on/with menus.
- Guests and visitors should be screened for symptoms upon arrival, asked to use hand sanitizer, and to bring and wear a face covering when not eating or drinking. Appropriate signage should also be prominently displayed outlining proper face covering usage and current physical distancing practices in use at all entrances and throughout the property.
- Licensed restaurants may sell "to-go" alcoholic beverages, prepared drinks, and pre-mixed cocktails provided they are sold and delivered to customers in conjunction with the sale and delivery of a meal/meals.

¹Additional requirements must be considered for vulnerable populations. Dine-in restaurants, breweries, brewpubs, craft distilleries, and wineries that provide meals must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers should be prepared to alter their operations as those guidelines change.



COVID-19 INDUSTRY GUIDANCE:

Restaurants, Bars, and Wineries

Release date: **June 5, 2020**

Recommended effective date
no sooner than: **June 12, 2020**

All guidance should be implemented only with county health officer approval following their review of local epidemiological data including cases per 100,000 population, rate of test positivity, and local preparedness to support a health care surge, vulnerable populations, contact tracing, and testing.

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

PURPOSE

This document provides guidance for restaurants, brewpubs, craft distilleries, breweries, bars, pubs, and wineries (referred to collectively as “restaurants, bars, and wineries”) to support a safe, clean environment for workers and customers.

NOTE: Restaurants, bars, and wineries are encouraged to continue takeout and delivery service whenever possible. Venues that are currently authorized to sell beer, wine, and spirits to be consumed off premises should follow the [guidance for retail](#). Producers of beer, wine, and spirits should follow the [guidance for manufacturing](#). Restaurants, bars, and wineries that have game operations such as bowling alleys, pool tables, etc. should follow the [guidance for family entertainment centers](#). This guidance is not intended for concert, performance,

or entertainment venues. Restaurants, bars, and wineries must discontinue this type of entertainment until these types of activities are allowed to resume modified or full operation. All events or gatherings that would bring together persons from different households, such as private parties, must be cancelled or postponed until further notice.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.¹ Stay current on changes to public health guidance and state/local orders as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage](#). The U.S. Food and Drug Administration has [guidance for restaurants](#) and the CDC has additional [considerations for restaurants and bars](#).



Workplace Specific Plan

- Establish a written, workplace-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each establishment to implement the plan.
- Identify contact information for the local health department where the operation is located for communicating information about COVID-19 outbreaks among employees or customers.
- Train and communicate with employees and employee representatives on the plan.
- Regularly evaluate the establishment for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.



Topics for Employee Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have symptoms of COVID-19 as [described by the CDC](#), such as a frequent cough, fever, difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Face coverings must cover the nose and mouth.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching the eyes, nose, and mouth.
 - Face coverings should be washed or discarded after each shift.
- Ensure temporary and contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#), and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive order N-62-20](#).



Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.
- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving home for their shift and follows [CDC guidelines](#), as described in the Topics for Employee Training section above.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers should provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items. Workers should wear gloves when handling items contaminated by body fluids.
- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared. Employers are generally encouraged to provide face coverings but must provide them when required by employer rules or these guidelines.
- Servers, bussers, bartenders, and other workers moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) and aprons and that are changed frequently.
- Dishwashers should use equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers must be provided impermeable aprons and change them frequently. Reusable protective equipment such as shields and glasses should be properly disinfected between uses.
- Establishments must take reasonable measures, including posting signage at all entrances and in strategic and highly-visible locations and in reservation confirmations, to remind the public that they should use face

coverings while not eating and drinking, practice physical distancing, to not touch their face, to frequently wash their hands with soap for at least 20 seconds, and to use hand sanitizer.

- Guests and visitors should be screened for symptoms upon arrival, asked to use hand sanitizer, and to wear a face covering when not eating or drinking. Employers have the right to cancel reservations for individuals/parties with symptomatic guests. Face coverings should be made available for customers who arrive without them. Babies and children under age two should not wear face coverings, in accordance with [CDC guidelines](#).
- Display a set of clearly visible rules for customers and personnel at entrance(s) that are to be a condition of entry. The rules could include instructions to use hand sanitizer, maintain physical distance from other customers, avoid unnecessary touching of restaurant surfaces, contact information for the local health department, and changes to services. Whenever possible, the rules should be available digitally, include pictograms, and included on/with menus.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas, such as customer waiting areas and lobbies, break rooms, lunch areas and areas of ingress and egress including host stands, entry ways, stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doors, door handles, crash bars, light switches, waiting area chairs, credit card terminals, ATM PIN pads, receipt trays, bus tubs, serving trays, phones, toilets, vehicle keys, and handwashing facilities.
- Frequently clean items touched by patrons, especially those that might attract contact from children including candy and toy vending machines, arcade games, decorative fish tanks, display cases, decorative fountains, etc.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, phones, registers, touchpads/touchscreens, tablets, timeclocks, appliances, kitchen and bar utensils and implements, oven doors, grill and range knobs, carts and trolleys, keys, etc.
- Avoid sharing audio equipment, phones, tablets, laptops, desks, pens, and other work supplies wherever possible. Never share PPE.
- Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use.

Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.

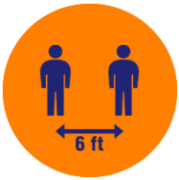
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.
- Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
- Equip spaces such as dining and tasting rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes for all staff directly assisting customers.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product instructions. Follow the [asthma-safer cleaning methods](#) recommended by the California Department of Public Health.
- Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.
- To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
- Restaurants, bars, and wineries should increase fresh air circulation by opening windows or doors, if possible and in accordance with security and safety protocols.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- Provide menus via alternative, low-touch methods, if possible, such as disposable paper menus, non-touch chalk or white boards, and digital menus that customers can view on a personal electronic device. Provide

disposable order numbers/table trackers if possible. If alternatives cannot be provided, properly disinfect menus, order numbers, etc. before and after customer use. Consider options that allow customers to order ahead of time.

- Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to customers as needed. Do not leave card stands, flyers, napkin holders, or other items on tables.
- Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where this is not possible, shared items such as condiment bottles, shakers, etc., should be supplied as needed to customers and disinfected after each use.
- Pre-roll utensils in napkins prior to use by customers. Employees must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. After customers are seated, the pre-roll should be put on the table by an employee who recently washed their hands.
- Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized. Cleaned flatware, stemware, dishware, etc., must be properly stored away from customers and personnel until ready for use. Use disposable items if proper cleaning of reusable items is infeasible.
- Takeout containers must be filled by customers and available only upon request.
- Dirty linens used at dining tables such as tablecloths and napkins should be removed after each customer use and transported from dining areas in sealed bags. Employees should wear gloves when handling dirty linens.
- Thoroughly clean each customer dining/drinking location after every use. This will include disinfecting tables, chairs, booster seats, highchairs, booths, etc. and allowing adequate time for proper disinfection, following product instructions. Environmental Protection Agency-approved disinfectants require a minimum contact time (seconds to minutes) to be effective against human coronavirus.
- Consider using disposable seat covers, particularly on porous surfaces. Discard and replace seat covers between each use. Provide disposable or washable covers on pillows used in seating areas and change/wash them after each use.
- Close areas where customers may congregate or touch food or food ware items that other guests may use. Modify delivery of these items by providing items to guests individually, converting to cafeteria-style

service, etc. Discard or clean, disinfect, or sanitize shared items after each use, as appropriate. The areas that should be closed include but are not limited to:

- Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
- Self-service machines including ice, soda, frozen yogurt dispensers, etc.
- Self-service food areas such as buffets, salsa bars, salad bars, snack areas, etc.
- Discontinue tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.
- Do not leave out after-meal mints, candies, snacks, or toothpicks for customers. Offer them with the check or provide only on request.
- Install hand sanitizer dispensers, touchless if possible, at guest and employee entrances and contact areas such as driveways, reception areas, in dining rooms, near elevator landings, throughout tasting and drinking areas, etc.
- Consider discontinuing use of shared entertainment items that are difficult to properly clean and disinfect such as board games, books, etc.



Physical Distancing Guidelines

- Prioritize outdoor seating and curbside pickup to minimize cross flow of customers in enclosed environments. Restaurants, bars, and wineries can expand their outdoor seating if they comply with local laws and regulations.
- Consider providing takeout, delivery, and drive through options for customers whenever possible. Takeout items should be made available using contactless pick-up and delivery protocols.
- Eliminate person-to-person contact for delivery of goods whenever possible. Designate drop-off locations to receive deliveries away from high traffic areas. Maintain physical distance of at least six feet with delivery drivers.
- Encourage reservations and appointments when possible to allow for time to disinfect eating and drinking areas.
- Consider allowing customers to order ahead of time to limit the amount of time spent in the establishment.

- Ask customers to wait in their cars or away from the establishment while waiting to be seated. If possible, alert patrons through their mobile phones when their table is ready to avoid touching and use of “buzzers.”
- Adjust maximum occupancy rules inside the establishment based on its size to limit the number of people inside and/or use impermeable barriers between service tables to protect customers from each other and employees. For outdoor seating, maintain physical distancing standards of at least six feet and as outlined in this guidance.
- Limit the number of patrons at a single table to a household unit or patrons who have asked to be seated together. People in the same group seated at the same table do not have to be six feet apart.
- Implement measures to ensure physical distancing of at least six feet between workers and customers/single groups. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees and/or guests should stand).
- Install physical barriers or partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- Any area where guests or employees queue should also be clearly marked for appropriate physical distancing. This includes check-stands and terminals, deli counters and lines, restrooms, elevator lobbies, host stands and waiting areas, valet drop off and pickup, and any other area where customers congregate.
- Establish one-way directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
- Guests should enter through doors that are propped open or automated, if possible. Hand sanitizer should be available for guests who must touch door handles.
- Remove tables and chairs from dining areas so that six feet of physical distance can be maintained for customers and employees. If tables, chairs, booths, etc., cannot be moved, use visual/physical cues to make them unavailable for use or install Plexiglas or other types of impermeable physical barriers to minimize exposure between customers.
- Discontinue seating customers and/or groups at bar counters, sushi preparation bars, etc., where they cannot maintain at least six feet of distance from employee work areas/stations.
- Discontinue open seating. All members of a customer group must be present before seating and hosts must bring the entire group to the table at one time. Whenever possible, ask guests to be seated rather than standing to discourage unnecessary movement.

- Discourage customers from ordering at the bar and instead usher guests directly to their tables. Staff should take and deliver orders to customers to limit the number of people moving around shared spaces. If customers must order from the bar, reconfigure space so that bartenders, other workers, and customers can maintain at least six feet of distance from one another.
- Adjust music volume so that employees can maintain distance from customers to hear orders.
- Implement peak period queueing procedures, including a host to remind guests to queue with at least six feet of distance between groups outside or in waiting areas.
- Limit the number of employees serving individual customers or groups, in compliance with wage and hour regulations.
- Encourage the use of credit cards and contactless payment systems.
- Face coverings are strongly encouraged for all employees; however, they are required for any employee (e.g., server, bartender, manager, busser, food runner, etc.) who must be within six feet of customers or other workers. All workers should minimize the amount of time spent within six feet of guests.
- Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high-density, high-traffic employee areas. Face coverings are required where employees cannot maintain physical distancing including in kitchens, storage areas, etc.
- Employee pre-shift meetings and trainings should be conducted virtually or in areas that allow for appropriate physical distancing between employees. Food, beverages, food ware, etc., should not be shared.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Consider offering workers who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- Reconfigure office spaces, lobbies, beverage bars, kitchens and workstations, host stand areas, and other spaces wherever possible to allow for at least six feet of distance between people dining, working, and passing through areas for entry and exit.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during

breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Reconfigure kitchens to maintain physical distancing in those areas where practical. Consider doing prep work ahead of time to allow staggering of shifts to reduce staff in the kitchen at one time.
- Discourage food preparation employees from changing or entering others' workstations during shifts.
- Discourage employees and guests from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.
- Require employees to avoid handshakes and similar greetings that break physical distance.
- Employees should not open the doors of cars or taxis.
- If possible, install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs.
- Discontinue activities that encourage movement and shared items between guests including karaoke singing, open mic performances, trivia activities, mixers, pub crawls, etc.
- Discontinue services and activities that carry an increased risk of contamination from sharing and splashing and such as drinking games and/or contests, drop shots, etc.
- Consider limiting excessive consumption of alcohol that could deter guests' compliance with these guidelines.
- Close dance floors and discontinue performances such as musical or dance acts that encourage large gatherings.



Additional Considerations for Tasting Rooms

- Provide a clean glass for each tasting and, if possible, do not pour beverages into a glass that a customer has already used (smelled, tasted from, etc.)
- Discontinue the use of communal dump buckets, spit buckets, spittoons, etc. Provide individual, disposable cups to each guest instead to avoid splash contamination between guests.
- Do not touch beverage container necks to cups, glasses, etc., when pouring wine, beer, or spirits.

- Take measures to ensure that tasting group appointment times do not overlap to minimize interaction of people from different groups and places.
- Discontinue tours that combine individuals from different households into the same tour group. Tour guides must maintain at least six feet of physical distance from customers/visitors.

¹Additional requirements must be considered for vulnerable populations. Restaurants, bars, and wineries must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers should be prepared to alter their operations as those guidelines change.





COVID-19期間酒精飲料與食品一同銷售服務

背景

加州酒精飲料控制部 (Department of Alcoholic Beverage Control, ABC) 於 2020 年 5 月 22 日宣佈了一項通知，其說明沒有自己的廚房但與餐食供應商合作的酒吧、酒莊、釀酒廠或啤酒廠可以以外帶的形式出售酒精飲料，只要將其置於密封容器並與餐食一起出售即可。

[2020 年 5 月 22 日 ABC 新聞發佈會](#)

臨時緩解措施

酒吧、啤酒廠或酒莊（沒有食品服務）可以以外帶或外賣的形式供應酒類嗎？

如果符合以下所有條件，則允許供應：

1. 營業場所符合現行《衛生法令》規定的企業經營標準。
2. 營業場所符合現行 ABC 法規規定的[臨時緩解措施](#)。
3. 營業場所的 [COVID-19 臨時餐飲授權申請](#)已獲批准並提交至 ABC。

食品供應商/餐飲服務商是否需要獲得許可才能和酒吧、啤酒廠或酒莊合作出售食品？

是的。任何為消費者提供食品服務，向其售賣或免費分發食品的食品設施*，均需要獲得當地衛生部門的許可。

我可以擴大我營業執照上允許的售酒範圍嗎？

可以，但是有一定的限制要求。請諮詢您當地的規劃部門，並參考 ABC 的指引和常見問題解答 (Frequently Asked Question, FAQ)。

我在哪裡可以獲取有關我的酒吧在 COVID-19 期間的特殊救濟和津貼的更多信息？

[ABC 常見問題解答](#)

*注：“食品設施”是指直接向消費者準備、供應和出售食品的零售食品店。加州零售食品法規 (California Retail Food Code, CRFC 114379.10)