



DRIVE-IN OR DRIVE-THRU VENUES CHECKLIST

SAFE RETURN TO BUSINESS



WINDSOR-ESSEX REGIONAL
Chamber of Commerce

For more detailed recommendations and links to additional helpful resources, please review the **“Safe Return to Business: A Public Health Toolkit for the Windsor-Essex Business Community”** document from the Windsor-Essex County Health Unit. *This checklist is meant to be a guide for businesses and should not take place of any legal advice or rules put in place by any governing body or legislation.*

This checklist applies to businesses, event organizers, or venues that host **drive-in** or **drive-thru** events, such as drive-in movies, performances or concerts, and is intended to provide guidance for organizers to safely operate while minimizing the spread of COVID-19 among all those who participate in their event, including staff, volunteers, and customers. **Please Note: Stage 3 gathering limits do not apply to drive-in and drive-thru event/venues.**

Stay updated on the latest federal actions, current provincial restrictions (e.g., gathering limits), and local orders by visiting WECHU’s **Restrictions & Guidance webpage** and visit WECHU’s **Workplace Specific Webpage** to find other Safe Return to Business Checklists providing specific guidance to minimize the spread of COVID-19.

***This document is subject to change and is current as of September 25, 2020
Adapted with permission from Toronto Public Health*

LATEST UPDATES

Effective 12:01 a.m. on Saturday September 26, the Government of Ontario is prohibiting the sale of alcohol in all restaurants, bars, and other food and/or drink establishments (including nightclubs) after 11 p.m. All establishments must close by 12 a.m. and remain closed until 5 a.m., except for the purposes of providing takeout or delivery services. For the latest updates on provincial action to prevent the spread of COVID-19, visit the **Government of Ontario’s Newsroom website**.

COMMUNICATION TO STAFF AND CUSTOMERS

- ☐ Provide pre-gathering/event communications to attendees to share information on protocols and expected behaviours. Discourage those who are ill from attending the gathering/event.
- ☐ Inform event attendees that socializing and congregating outside of vehicles with attendees from different vehicles is not permitted at any time.

- ☐ Encourage staff and event attendees to download the **COVID-19 Alert App** so that they may receive notifications if they were in close contact with someone who was tested positive for COVID-19.
- ☐ Post signage at entrances and throughout the building, facility, or premises that clearly communicate procedures for physical distancing between staff and customers. This includes posters and floor markings such as instructional tape/stickers that direct the flow of people or customers waiting for services (e.g., outdoor waiting areas, parking spots). Examples of signage can be found in Appendix B in the **Toolkit** or the **Resources & Signage** section of the WECHU website.
- ☐ Displaying “**Stand Here**” and “**Do Not Enter...If You Are Sick**” signage can serve as important components of a broader communication strategy to minimize the risk of COVID-19 spread between employees, staff, and customers. The two signs noted above (i.e., floor sticker and window cling) are available in English in limited supply by completing the “**Business Reopening Signage Order Form**.”
- ☐ Post signage to communicate attendee procedures such as **hand sanitizing, cough and sneeze etiquette**, wearing of cloth masks, and/or screening for symptoms.
- ☐ Ensure employees are aware of common **COVID-19 symptoms** and instruct them to complete a daily **COVID-19 self-assessment** and follow all recommendations before reporting to work. Ensure employees who are feeling ill do not report to work.
- ☐ Provide training to employees on effective **hand hygiene practices** and if required, the **proper way to put on and remove PPE** such as masks, face shields, gowns, and gloves.

POLICIES AND PROCEDURES

- ☐ Create policies and procedures that outline roles and responsibilities of the employer and the employee, including **cleaning and disinfection of the workplace**, how workers can report signs of illnesses, how to handle potentially high levels of employee absenteeism, staff return to work after COVID-19 illness, and how work will be scheduled.
- ☐ Create a response plan to handle an employee or customer who becomes ill while at work or at your event.

HEALTH AND SAFETY CONSIDERATIONS

- ☐ Provide hand sanitizer stations (minimum 60% alcohol concentration) throughout the venue for staff and customer use.
- ☐ Washrooms must be provided with hand sinks that have running water, soap and paper towel for staff and customers. Refer to permit agreements for washroom facility requirements (e.g., number of washrooms required).
- ☐ Monitor and refill hand hygiene supplies such as hand sanitizer, soap and paper towels in public areas and washroom facilities.

- ☐ Print and display posters describing proper methods of **hand washing** and **hand sanitizing** at hand washing stations.

REQUIREMENTS AND RECOMMENDATIONS

According to **O.Reg 364/20: Rules for Areas in Stage 3**, drive-in and drive-thru event or venue organizers must adhere to the following requirements:

- ☐ The Stage 3 gathering limits of 50 for indoor settings and 100 for outdoor settings, and the recent reduction in the limits of the number of people permitted to attend unmonitored and private social gatherings DO NOT apply to drive-in and drive-thru event/venues.
- ☐ Calculate the maximum number of vehicles permitted inside the venue to ensure at least two metres is maintained between them.
- ☐ Ensure all attendees arriving to the event are inside a motor vehicle that is designed to legally hold the number of occupants inside.
- ☐ Limit the type of vehicles permitted and how they are parked to ensure physical distancing of at least 2 metres between all vehicles is maintained.
 - ☐ Motorcycles are NOT permitted
 - ☐ Tailgating parties are NOT permitted
 - ☐ Convertible open top vehicles are permitted provided all occupants remain inside the vehicle at all times
- ☐ Instruct all event attendees to remain inside their vehicle at all times except when necessary for the purposes of going to or returning from a washroom, visiting the ticket or concession stand to purchase and/or pick up an order, or in the case of an emergency.
- ☐ Staff and any performers who provide work for the event or business must maintain a physical distance of at least two metres from every other person, except:
 - ☐ If it is necessary for the performers to be closer to each other for the purposes of the performance or rehearsal
 - ☐ Where necessary for the purposed of facilitating the purchase of admission, food, or beverages
 - ☐ Where necessary for the purposes of health and safety.
- ☐ No materials may be exchanged between persons in attendance at the drive-in cinema or the business or place, except:
 - ☐ Materials exchanged between members of the same motor vehicle
 - ☐ Materials exchanged between persons who perform work for the drive-in cinema or the business or place
 - ☐ Such materials as necessary to facilitate the purchase of admission, food, or beverages
- ☐ A person or group under contract with the establishment may dance, sing or perform music in compliance with the requirements set out in **section 11**.

Tickets and Concession

- ☐ Provide alternative options for event attendees to purchase tickets and concessions online and/or by telephone service in advance of the event.
- ☐ Consider accepting only contactless payment options (e.g., debit/credit card, smartphone, smartwatch) instead of using a PIN pad and avoid accepting cash whenever possible.
- ☐ Consider offering drive-thru and/or vehicle delivery services for food and beverage purchases to reduce line-ups and the need for people to leave their vehicles.
- ☐ Concession stands may be accessed in-person with the following restrictions:
 - ☐ Those who access concessions in person must stand 2 metres apart while waiting to be served, and must immediately return to their vehicle after being served.
 - ☐ Refer to WECHU's [Checklist for Food Premises and Bars](#) for more information for food premises operators about food safety considerations related to COVID-19 (e.g. flow of customers, access to condiments, cutlery, re-usable food service items)
 - ☐ Install physical barriers (e.g., Plexiglas) at the point of sale or wherever there are likely to be customer and staff interactions.

Proper use of cloth and non-medical face masks

- ☐ It is strongly recommended that all individuals wear a face covering in all indoor spaces, public spaces and in outdoor spaces where physical distancing may be a challenge.
 - ☐ Local municipalities may have enacted by-laws in addition to the Section 22 class order issued by Windsor-Essex County's Medical Officer of Health under the Health Protection and Promotion Act, mandating the use of face coverings in commercial establishments across Windsor-Essex. **Refer to [WECHU's 'Face Masks and Coverings' webpage](#) or your local municipality's webpage for more information about the requirements for your event or venue.**
- ☐ Staff or employees who interact with customers, or work in an area where customers have access, must wear masks or face coverings. Face coverings must also be worn where no barriers exist and a physical distance of at least two metres cannot be maintained between co-workers.
- ☐ Train staff on the [proper use](#) of masks, including how to safely put on and take off a mask. Masks do not replace the need for physical distancing, hand washing, and staying home when sick.

RESOURCES

Government of Ontario

[Ontario Regulation 364/20 made under the Emergency Management and Civil Protection Act: Rules For Areas in Stage 3](#)

Toronto Public Health

[COVID-19 Guidance for Drive-in & Drive-thru Events](#)

Workplace Safety & Prevention Services

[Outdoor Recreation and Drive-in/Drive-thru Entertainment Settings During COVID-19](#)

