



FOOD PREMISES AND BARS 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.*

Stay updated on the latest federal actions, current provincial restrictions, 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 October 14, 2020*

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. **All strip clubs across Ontario must close until further notice.** 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

- Inform customers about opening hours and changes to how your business will operate. Use as many methods of communication as possible, such as subscribed email lists, direct customer phone calls for urgent matters, social media, and your website.
- Post signage at entrances and throughout the building that clearly communicate procedures for physical distancing between staff and customers. This include posters and floor markings such as instructional tape/stickers that direct the flow of people or customers waiting for services, including any outdoor waiting areas. Examples of signage can be found in Appendix B in the **Toolkit** or the **Resources & Signage** section of the WECHU website.
- Post signage to communicate entry procedures such as **hand sanitizing, sneeze and cough 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** before reporting to work.

- Ensure customers and staff know to stay home if they are sick.
- 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 in your business.
- Decide which staff will be scheduled to work and what job function they will be assigned to.

HEALTH AND SAFETY CONSIDERATIONS

- Order an adequate supply of **approved disinfecting solution or wipes**, and an alcohol-based hand rub (hand sanitizer) with a minimum of 60% alcohol content, liquid hand soap, and paper towels. These should be easily accessible to employees.
- Print and display **posters** describing proper methods of hand washing and hand sanitizing.
- If a building or areas of a building have been shut down for an extended period of time and are being prepared to re-open, it is important to perform a general building inspection that includes:
 - Security system checks.
 - First aid supply checks.
 - Ensuring all tools and equipment are in good working order.
 - Discarding any expired or spoiled inventory.
 - Checking for evidence of pest/rodent infestation such as droppings.
 - Checking the HVAC system to ensure it is in good working order and replace filters if necessary.
 - Flushing all drinking water taps for at least 5 minutes.
 - Performing a deep cleaning and disinfection throughout the business.
- Complete any needed modifications in areas where there will be staff and/or customers, to assist with physical distancing and proper cleaning and disinfection.
- Replacing fabric/plush furniture with hard surfaces that can be easily cleaned and disinfected if possible.

- If required, order **supplies** including disposable masks for customers and disposable or reusable masks for staff. Medical masks should not be used as these are being conserved for health care workers. Print and display posters describing **proper usage**.
- Providing additional garbage bins for safe disposal of used PPE, tissues, and paper towels.
- Choose your information sources wisely. Check the **WECHU website** regularly for updates and helpful resources and bookmark official municipal, provincial and federal government websites.

PHYSICAL BARRIERS (E.G. PLEXIGLAS)

- Ideally, there is a minimum of 2 metres of physical distancing between patrons and employees at all times. Where this is a challenge, a see-through and cleanable barrier, such as Plexiglas, can help reduce the spread of respiratory droplets.
- Install barriers (e.g. Plexiglas) at check-outs and/or between workers who must work less than 2 metres apart.
- Install barriers (e.g. Plexiglas) in areas where customers must come within 2 metres of employees (such as at check-in area or check-out areas) or within 2 metres of people from other groups (such as in dining areas).
- When installing barriers, ensure that they are large enough to protect for the tallest employee or customer and extend past the width of an area that a person is likely to use.
 - For barriers in areas where people are standing, ensure the top of the barrier is 15 cm above the top of the head of the tallest patron or employee, which would be at least 2 metres (79 inches) from the ground.
 - For barriers in areas where people are sitting, ensure the top of the barrier is 15 cm above the top of the head of the tallest seated patron or employee, which would be at least 1.46 metres (58 inches) from the ground.

OTHER REQUIREMENTS AND RECOMMENDATIONS

- As of September 26, 2020: The person responsible for a business or place that is open and in which liquor is sold or served under a licence or a special occasion permit shall ensure that:
 - Liquor is sold or served only between 9 a.m. and 11 p.m.
 - No consumption of liquor is permitted in the business or place between the hours of 12 a.m. and 9 a.m.
 - These conditions do not apply with respect to businesses and places in airports.
- The establishment must be closed to the public between the hours of 12 a.m. and 5 a.m. except as may be necessary to:

- Allow patrons to temporarily enter the establishment to place, pick up or pay for a takeout order
- Provide delivery service
- Provide dine-in service only for persons who are performing work for the business or place in which the establishment is located
- Provide access to washrooms.
- Restaurants, bars, food trucks, concession stands and other food or drink establishments may open indoor seating areas if they comply with the following conditions:
 - No buffet-style service may be provided until further notice.
 - Patrons must be seated when eating or drinking at the establishment in which food or drink is permitted except where necessary for the purposes of health and safety, or while:
 - Entering the area and while moving to their table
 - Placing or picking up or paying for an order
 - Exiting the area
 - Going to or returning from a washroom
 - Lining up to do anything described activities described above
 - The establishment must be configured so that patrons seated at different tables are separated by a distance of at least two metres, or protected behind an impermeable barrier such as Plexiglas.
- As per provincial regulations, the person responsible for the establishment must:
 - Record the name and contact information of at least one person in a party/group who enters an indoor or outdoor dining area in the establishment, other than patrons who temporarily enter the area to place, pick up or pay for a takeout order.
 - Use this **Food Premises Contact Tracing Form** for record keeping in your establishment.
 - Maintain the records for a period of at least one month (30 days).
 - Only disclose the records to a Medical Officer of Health or an Inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.
- Places of business or facilities open to the public shall limit the number of persons in the place of business or facility so that every member of the public is able to maintain a physical distance of at least two metres from every other person in the business or facility, except where **Schedule 2** allows persons to be closer together.
- If an outdoor dining area is covered by a roof, canopy, tent, awning, or other element, at least two full sides of the outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers.

- If the outdoor dining area is equipped with a retractable roof, the roof must be fully retracted and at least one full side of the outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers.
- Patio coverings, sails, canopies, tents, should be as high as possible – recommended at least 3 meters in height to allow for proper air flow. Umbrellas are highly recommended for sun shade.
- All business owners are to ensure that patio structures and coverings meet local fire, building and zoning requirements before installation. All tents and canopies are required to meet minimum clearance distances from the building and commercial NFPA certifications for flame resistant material. Please contact your local fire and building departments for more details before installing any patio coverings, tents, canopies, or awnings on your patio.
- The outdoor dining area must be arranged to ensure physical distancing of at least two metres between patrons seated at different tables, unless separated by Plexiglas or some other impermeable barrier. If seating and tables cannot be removed, mark as unavailable with an 'X' to ensure customers are at least two metres apart.
- Consider limiting the number of people that are seated together at each table in an outdoor or indoor area to 10, in accordance with the social circle requirements.
- Ensure on-line ordering, takeout and delivery procedures are in place and understood by employees and customers. For customers that plan to dine-in, consider reservations only.
- 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 barrier exists and a physical distance of at least two metres cannot be maintained.
- Masks or face coverings are required to be worn by all customers, except while actively consuming food or drink. A face covering must be worn when an individual leaves their seat to visit the washroom and for any other purpose.
- Consider accepting only contactless payment options (e.g., debit/credit card, smartphone, smartwatch) and avoid accepting cash whenever possible.
- Nightclubs are not safe to open, except for the purpose of serving food or drinks to patrons in accordance with the same rules that apply to restaurants and bars.
- Clean and disinfect high-touch surfaces such as tables, chairs, bar top, stools, restrooms, light switches, payment hardware, POS terminals, the host stand, bar, kitchen surfaces and tools, condiment bottles, menus, and all other items after every use, when visibly dirty, or and between uses.
- If regular menus cannot be cleaned or disinfected, consider single-use paper, online menus that can be accessed from a customer's mobile device, or menu-boards, chalkboards.
- 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](#).

- While dancing is not permitted by the general public, they may sing or perform music at the establishment if:
 - They are not singing or performing music in a private karaoke room.
 - They are separated from every other person, including from other performers, by Plexiglas or some other impermeable barrier while singing or while performing on a brass or wind instrument.
 - They maintain a physical distance of at least two metres from every other person while singing or performing music; and
- Any equipment used by members of the public while singing or performing music must be cleaned and disinfected between each use.
- While the previous activities are now permitted, they still remain high risk and should be strongly discouraged. Loud music increases the likelihood that people will lean towards each other, raise their voice or shout in order to communicate, increasing the risk of transmission of COVID-19.
- Physical distancing of two metres between patrons from different households or social circles also continues to apply to food trucks, food courts, concession stands and tours, including tastings at wineries, breweries and distilleries.
- Avoid pre-setting tables and consider rolling or packaging utensils to prevent potential contamination.
- Replace regular condiments with single-serve versions (e.g., packets of ketchup), or sanitize between each use. Consider using disposable napkins where possible.
- Ensure sufficient stock of single-use items such as tableware, carryout utensils, food packaging, wrappers, and plastic wrap.
- Ensure all reusable food service items that have been used by customers are **washed and sanitized in a 3-compartment sink** or washed in a commercial dishwasher. Employees should always practice **hand hygiene** before and after handling food service items.
- Check for signs of rodent or other pests throughout the food premises and remediate if found.
- Discard all expired food and any other food and dairy that have been in the refrigerator or freezer for long periods of time if you are unsure if there was an extended power failure during the duration of the closures.
- Check the air conditioning systems and hood vents for proper functioning and remediate if problems are found.
- Speak with your area Public Health Inspector if you have any questions or our helpline at 519-258-2146 ext. 4475.

RESOURCES

Government of Ontario

**Ontario Regulation 364/20 made under the Emergency Management and Civil Protection Act:
Rules For Areas in Stage 3**

Government of Ontario

Restaurant and food services health and safety during COVID-19

National Collaborating Centre for Environmental Health

Physical Barriers for COVID-19 Infection Prevention and Control in Commercial Settings