



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.*

***This document is subject to change and is current as of the August 12, 2020 (Stage 3)*

COMMUNICATION TO STAFF AND CUSTOMERS

- Inform customers about your re-opening timeline 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 at wechu.org/cv/resources-downloadable-signs.
- 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.
- Be sure to obtain the first name and a telephone number and/or email address from one person in each party at the time of reservation. Also, keep a record of the date of the reservation, time seated, the table number, the assigned server, and when the party checked out of the restaurant. Keep this information safe and confidential for at least 30 days.

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 returning to work and what job function they will be assigned to. Consider staggered staff return dates and times to minimize large groups arriving at once.

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 has been shut down for an extended period of time, 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. For example:
 - Install Plexiglas barriers at check-outs and/or between workers who must work in close proximity to each other.
 - Replacing fabric/plush furniture with hard surfaces that can be easily cleaned and disinfected if possible.
 - 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.

- 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](#).

OTHER REQUIREMENTS AND RECOMMENDATIONS

- Restaurants, bars, food trucks, concession stands and other food or drink establishments may open indoor seating areas if they comply with the following conditions:
 1. No buffet-style service may be provided.
 2. Patrons must be seated when eating or drinking at the establishment.
 3. The establishment must be configured so that patrons seated at different tables are separated by a distance of at least two metres, or plexiglass or some other impermeable barrier.
- The maximum number of customers for indoor venues is 50 persons. The maximum number of customers for outdoor venues is 100. For food premises that have both an indoor and outdoor dining area, a limit of 100 people applies and may NOT be combined to allow for 150 people.
- 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 plexiglass 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.

- All patrons must be seated and served when eating or drinking in the establishment. Buffet-style meal services are not permitted at this time.
- 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 exist and a physical distance of at least two metres cannot be maintained between co-workers.
- 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 at the restaurant or bar may sing or perform live music only if behind an impermeable barrier that separates the performers and patrons, while maintaining a physical distance of at least two metres from any other person while performing. Any equipment used by members of the public while singing or performing music must be cleaned and disinfected between each use. Dancing may only be performed by someone under contract with the establishment.
- 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 Public Health Inspector if you have any questions 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](#)