



COVID-19 Safe Workplace Guidance

A Reopening Guide for Detroit's Restaurants and Bars

11 steps to reopening your restaurant or bar

This document outlines eleven steps restaurant and bar owners must take to ensure they are ready to reopen in compliance with the State of Michigan Executive Order 2020-97. It also provides resources to reopen safely. The eleven steps include:

1. Develop a COVID-19 preparedness and response plan
2. Provide COVID-19 training to employees
3. Require employees to wear face coverings and gloves
4. Close the restaurant or bar immediately if an employee shows multiple symptoms of COVID-19
5. Limit capacity to 50% of normal occupancy
6. Maintain six-foot physical distancing among customers and employees
7. Close waiting areas and self-serve food or drink options and limit shared food items for customers
8. Post signs requiring customers to wear a face covering and informing customers not to enter if they are sick
9. Clean high-contact areas after each customer
10. Inform customers of precautions your restaurant or bar is taking to prevent the spread of COVID-19
11. Install overhead protection over city-approved outdoor seating areas

One: Develop a COVID-19 preparedness and response plan

The City of Detroit issued a small business playbook, which provides guidance on how to develop a COVID-19 preparedness and response plan. Click [here](#) or visit detroitmeansbusiness.org to download the playbook. Your plan should include the following:

- Employee Testing Protocols, including:
 - Testing protocols for all employees within 2 weeks of the first day on the job
 - Standards for returning an employee to work who has tested positive
- Employee Health Screening & Monitoring Protocols, including:
 - Daily health screening protocols
 - Response protocols in the event an on-site employee becomes sick or tests COVID-positive
- Workplace Practice protocols, including:
 - Protocols to ensure sick people do not enter the workspace
 - Strict physical distancing protocols
 - Workspace modifications or changes
 - Protocols for encouraging good hand hygiene practices
- Use of Personal Protective Equipment protocols, including:
 - Protocols for the daily use of surgical masks by employees
 - Protocols for the daily use of N-95 masks by employees interfacing with the public
 - Protocols the use of masks by the public
 - Protocols for the use of gloves in selected environments (if applicable)
 - Protocols for the use of eye protection in selected environments (if applicable)
- Worksite and Vehicle Cleaning protocols, including:
 - Protocols for the sanitation and disinfection of high-touch or high-traffic surfaces
 - Protocols for the sanitation and disinfection of vehicles (if applicable)

Two: Provide COVID-19 training to employees

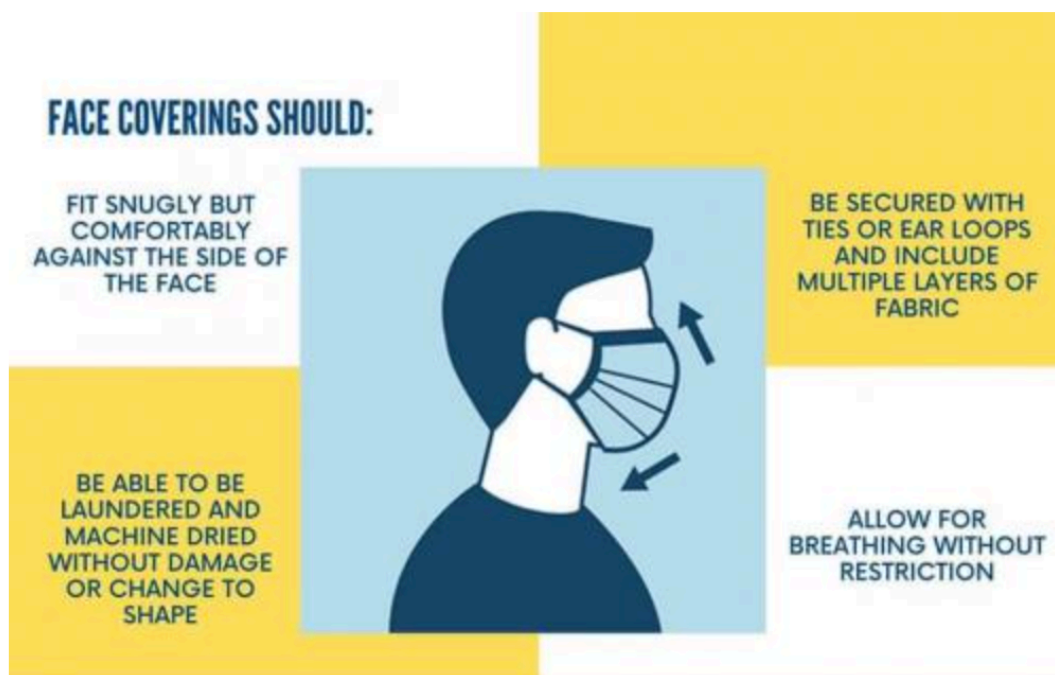
The City of Detroit is developing training videos you can use to help your employees receive the health and safety training they need to prevent the spread of COVID-19. Visit detroitmeansbusiness.org to view all training videos.

Employees should be trained on the following:

- Workplace infection-control practices and appropriate cleaning procedures, including training for cashiers on cleaning between customers and food safety health protocols
- The proper use of personal protective equipment in conjunction with food safety guidelines
- Steps employees must take to notify the business or operation of any symptoms of COVID-19 or a suspected or a confirmed diagnosis of COVID-19
- How to report unsafe working conditions
- How to manage symptomatic customers upon entry or in the restaurant

Three: Require employees to wear face coverings and gloves

Require hosts and servers to wear face coverings in the dining area. Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration. A summary of best practices for retail food stores, restaurants, and food pick-up/delivery services during the COVID-19 pandemic can be found in the appendix of this guidebook.



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](#)

Four: Close the restaurant or bar immediately if an employee shows multiple symptoms of COVID-19

If an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough, etc.), you should close the restaurant immediately and perform a deep clean, consistent with guidance from the FDA and CDC. This cleaning may occur overnight. Deep cleaning guidance from the CDC can be found below. A summary of FDA best practices for retail food stores, restaurants, and food pick-up or delivery services during the COVID- can be found in the appendix. Additionally, the restaurant or bar owner should notify employees if they learn that an individual with a confirmed case of COVID-19 has visited the establishment.

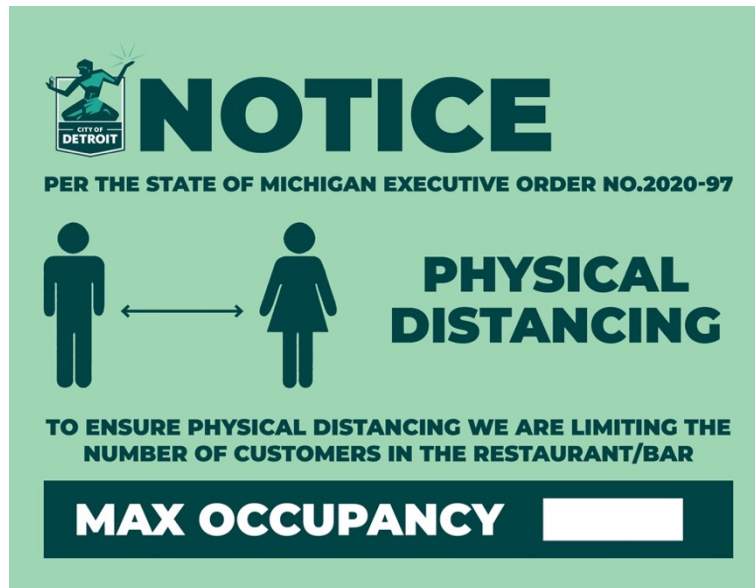



Cleaning and disinfecting your building or facility if someone is sick

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

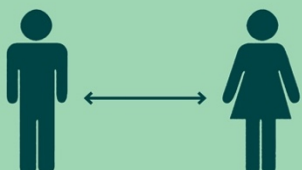
Five: Limit capacity to 50% of normal occupancy

The executive order outlines new capacity limits for restaurants and bars. Businesses should post signage informing customers of the new capacity restrictions. The signs on this page and in the appendix can be printed and used by restaurant and bar owners for these purposes.




 **NOTICE**


PER THE STATE OF MICHIGAN EXECUTIVE ORDER NO.2020-97

 **PHYSICAL DISTANCING**

TO ENSURE PHYSICAL DISTANCING WE ARE LIMITING THE NUMBER OF CUSTOMERS IN THE RESTAURANT/BAR

MAX OCCUPANCY



 **COVID-19 Health Notice**

PER THE STATE OF MICHIGAN EXECUTIVE ORDER NO.2020-97

THIS RESTAURANT/BAR IS LIMITED TO 50% OF ITS NORMAL OCCUPANCY LIMITS.

Six: Maintain six-foot physical distancing among employees and customers

Restaurants and bar owners must:

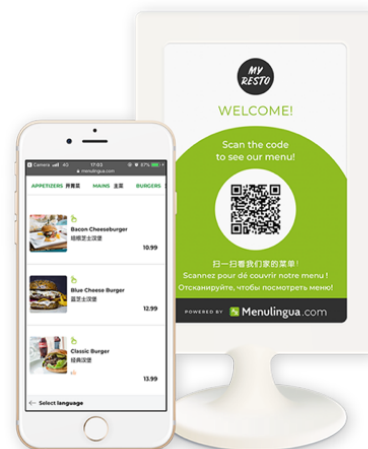
- Require six feet of separation between parties or groups at different tables or bar tops. This can be done by spreading tables out, using every other table, and removing chairs or barstools that should not be used.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.



Seven: Close waiting areas; close self-serve food or drink options; and, limit shared food items for customers

Restaurants and bar owners must:

- Close waiting areas and ask customers to wait in cars for a call when their table is ready.
- Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Limit shared items for customers, such as condiments and menus.



Eight: Post signs requiring customers to wear a face covering and informing customers not to enter if they are sick

Per State of Michigan Executive Order 2020-97, restaurant and bar owners must:

- Post signs instructing customers to wear face coverings until they get to their table.
- Post signs at store entrances(s) informing customers not to enter if they are or have recently been sick.

The sign below and in the appendix can be printed and used for this purpose.



Nine: Clean high-contact areas after each customer

Restaurant and bar owners should clean high-contact areas after each customer, such as tables, chairs, menus, payment tools, condiments, etc. The CDC cleaning guidance and high touch cleaning checklist below can also be found in the appendix of this guidebook for your use.

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for at least 1 minute

To make a bleach solution, mix:


- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**


Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



COVID-19 Exposure Reduction – Restaurants and Bars

High Touch Cleaning Checklist

High touch items are among the most pathogen heavy surfaces in your facility. Routine cleaning and disinfecting of these items along with hand washing are critical to breaking the chain of infection and creating clean, safe and healthy environments.

Checklist

<input type="checkbox"/> Chair handles and backs	<input type="checkbox"/> Payment tools
<input type="checkbox"/> Coffee machines and pots	<input type="checkbox"/> Phones
<input type="checkbox"/> Condiments	<input type="checkbox"/> Podiums
<input type="checkbox"/> Counter tops	<input type="checkbox"/> Printer and fax machines
<input type="checkbox"/> Credit card machines	<input type="checkbox"/> Refrigerator handles and doors
<input type="checkbox"/> Door glass	<input type="checkbox"/> Restrooms
<input type="checkbox"/> Door handles and edges	<input type="checkbox"/> Sink faucets and handles
<input type="checkbox"/> Elevator buttons and doors	<input type="checkbox"/> Stair rails
<input type="checkbox"/> Keypads	<input type="checkbox"/> Tabletops
<input type="checkbox"/> Kiosk buttons	<input type="checkbox"/> Tape dispensers
<input type="checkbox"/> Keyboards and mice	<input type="checkbox"/> Time clocks
<input type="checkbox"/> Light switches	<input type="checkbox"/> Toaster ovens
<input type="checkbox"/> Menus	<input type="checkbox"/> Trash receptacles
<input type="checkbox"/> Microwaves	<input type="checkbox"/> Vending machines
<input type="checkbox"/> Paper towel dispensers	<input type="checkbox"/> Water fountains

Ten: Inform customers of precautions your restaurant or bar is taking to prevent the spread of COVID-19

Create communications material for customers, such as signs or pamphlets, to inform customers of changes to restaurant or bar practices and to explain the precautions you are taking to prevent infection. Posting your businesses COVID-19 preparedness and response plan on your website or at your restaurant or bar can also help to inform customers of the precautions you are taking to protect them and your employees.

Eleven: Install overhead protection over city-approved outdoor seating areas

Restaurants must install tents, awnings, or other types of overhead protection to cover each and every outdoor seating area.



Appendices

Summary of Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic

BE HEALTHY, BE CLEAN



- Employees - Stay home or leave work if sick; consult doctor if sick, and contact supervisor
- Employers - Instruct sick employees to stay home and send home immediately if sick
- Employers - Pre-screen employees exposed to COVID-19 for temperature and other symptoms



- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 60% alcohol-based hand sanitizer per CDC
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear mask/face covering per [CDC](#) & [FDA](#)



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](#)

CLEAN & DISINFECT



- Train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA
- Have and use cleaning products and supplies
- Follow protective measures



- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized

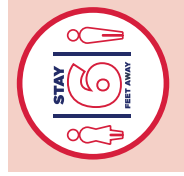


- Prepare and use sanitizers according to label instructions
- Offer sanitizers and wipes to customers to clean grocery cart/basket handles, or utilize store personnel to conduct cleaning/sanitizing

SOCIAL DISTANCE



- Help educate employees and customers on importance of social distancing:
 - Signs
 - Audio messages
 - Consider using every other check-out lane to aid in distancing

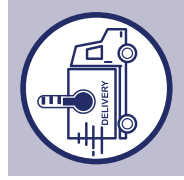


- Avoid displays that may result in customer gatherings; discontinue self-serve buffets and salad bars; discourage employee gatherings
- Place floor markings and signs to encourage social distancing



- Shorten customer time in store by encouraging them to:
 - Use shopping lists
 - Order ahead of time, if offered
- Set up designated pick-up areas inside or outside retail establishments

PICK-UP & DELIVERY



- If offering delivery options:
 - Ensure coolers and transport containers are cleaned and sanitized
 - Maintain time and temperature controls
 - Avoid cross contamination; for example, wrap food during transport



- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call

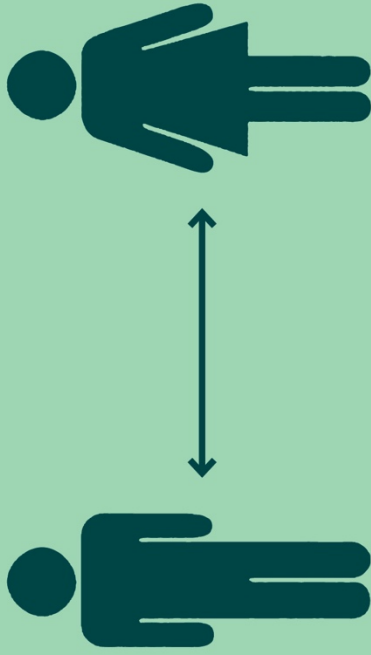


- Establish designated pick-up zones for customers
- Offer curbside pick-up
- Practice social distancing by offering to place orders in vehicle trunks



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MASKS REQUIRED

ALL CUSTOMERS WHO ENTER THIS RESTAURANT OR BAR MUST WEAR A MASK UNTIL SEATED AT YOUR TABLE. ADDITIONALLY, PLEASE DO NOT ENTER THIS BAR OR RESTAURANT IF YOU ARE OR HAVE RECENTLY BEEN SICK. THANK YOU FOR HELPING SLOW THE SPREAD OF COVID-19.



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How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



CS316270A 05/15/2020

cdc.gov/coronavirus

- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves,** and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

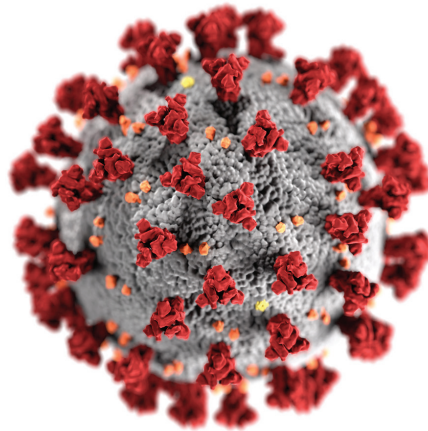
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).





COVID-19 Exposure Reduction – Restaurants and Bars

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Checklist

- Chair handles and backs
- Coffee machines and pots
- Condiments
- Counter tops
- Credit card machines
- Door glass
- Door handles and edges
- Elevator buttons and doors
- Keypads
- Kiosk buttons
- Keyboards and mice
- Light switches
- Menus
- Microwaves
- Paper towel dispensers
- Payment tools
- Phones
- Podiums
- Printer and fax machines
- Refrigerator handles and doors
- Restrooms
- Sink faucets and handles
- Stair rails
- Tabletops
- Tape dispensers
- Time clocks
- Toaster ovens
- Trash receptacles
- Vending machines
- Water fountains