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## County of Sacramento

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# Coronavirus Disease 2019 (COVID-19) Reopening Guidelines for Businesses and Employers May 22, 2020

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## Physical Distancing Guidelines

### Signage

Public entrances must have signs posted at each public entrance to inform all employees and patrons of the following:

- Avoid entering the facility if they have a cough or fever.
- A minimum six-foot distance should be maintained between individuals at all times.
- Unnecessary physical contact should be avoided.
- Individuals should sneeze and cough into their elbow or a tissue and then sanitize or wash hands.
- Wearing a face covering is required when a distance of 6 feet cannot be maintained from other people.

A copy of the Physical Distancing Guidelines flyer must be posted at each public entrance to the facility.

### Protecting Employee Health

- All employees who can fulfill their work duties from home should continue to do so.
- Employees should not come to work if sick.
- Employees should undergo symptom checks before entering the work space.
- All work stations should be separated by at least six feet or by a partition such as a cubicle wall.
- Breakrooms, bathrooms and other common areas should be disinfected frequently.
- All employees should have access to soap and water as well as hand sanitizer that is effective against COVID-19.

- Employees and patrons should be encouraged to wear face coverings in accordance with the Health Officer Order. Employers should provide face coverings for employees if needed.

### **Preventing Crowds**

- Limit the number of patrons allowed inside the facility at any one time.
- Post an employee at the door to ensure the maximum number of patrons is not exceeded.
- Limit the quantity per person for goods that are in high demand and selling out quickly to reduce crowds and long lines.

### **Maintaining Six Foot Distance**

- Place signs outside to remind people to keep a minimum six foot distance from each other including when in line.
- Place markers on the ground at least six feet apart in line areas inside the facility as well as on the sidewalks at public entrances. Place signs directing people to use the markings to maintain the appropriate distance.
- Separate areas for ordering from deliveries to minimize crowding.
- Ensure all employees maintain a six foot distance from patrons and from each other. Employees may come closer to perform a job duty such as accepting payment or delivering a good or service.

### **Preventing Unnecessary Contact**

- Eliminate self-service of food related items for patrons. Food-bar type items and lids for cups should be provided by staff and not be available for self-service.
- Eliminate use of self-service bulk item food bins.
- Do not permit patrons to bring their own bags, mugs or other reusable items.
- When possible, provide contactless payment systems; otherwise, ensure payment systems are sanitized regularly.

### **Increasing Sanitation**

- Provide disinfecting wipes that are effective against COVID-19 for employees and patrons.
- Assign employees to regularly disinfect frequently touched items.
- Make hand sanitizer, soap and water, or effective disinfectants available to the public in the following areas:
  - At or near the entrance of the facility.
  - At checkout counters.
  - Anywhere else inside or outside where patrons have direct interactions.
- Disinfect all payment portals, pens and styluses after each use.

## **Guidelines for Restaurants and Bars**

- Prohibit standing or sitting at a bar.
- If providing table service, tables must be a minimum of 6 feet apart.
- Prevent large crowds by limiting events such as trivia nights or live music; keep these events small and adhere to space/seating restrictions to maintain social distance.
- Have a system in place to assure that sick employees do not prepare or serve food in accordance with the CA Retail Food Code. Any illness or outbreak should be reported to Sacramento County Public Health and CDPH within 24 hours.
- Adhere to the suggestions from the Food and Drug Administration (FDA) "[Best Practices for Retail Food Stores, Restaurants, and Food Pick-up/Delivery Services During the COVID-19 Pandemic](#)"
- Tables and chairs should be cleaned and sanitized with EPA registered disinfectant between each seating.
- Do not use tablecloths unless they are cleanable/wipeable and use disposable napkins as handling and laundering linens can increase chance of exposure.
- Provide condiments (salt, pepper, ketchup etc.) by request only. These items should not be pre-set on dining tables.
- Use signage and table tents to encourage hand washing for patrons. If customer sinks are limited, also provide hand sanitizer stations.
- Handwashing protocols must be followed for all employees involved in food preparation, food service, and host/cashier duties.
- Gloves should be worn when handling ready-to-eat foods (sandwiches, salads etc.).
- Reusable utensils shall be cleaned using equipment that complies with warewashing equipment codes.
- Prohibit self-service from buffets. You may utilize trained servers to serve food from buffets which may include salad bars, common beverage dispensers, continental breakfasts and other self-serve food lines.
- Remove items that are generally considered "help yourself" such as bar snacks, mints, unwrapped toothpicks etc.
- Implement a strict no hand shaking/hugging/close contact policy between employees and guests.
- Increase the frequency of cleaning for high touch points such as door handles, sinks/faucets, payment touch-pads, elevator controls etc.