



Phase Two Operating Checklist Restaurants/Bars/Breweries/Tasting Rooms/Distilleries

This checklist outlines key steps to take for retail food establishments based on the Governor's Phase 2 re-opening guidelines and [Executive Order #20-27](#).

For businesses: Contact your Local Public Health Authority (LPHA) to discuss the specific requirements for your retail food establishment if you have questions prior to entering Phase 2.

For LPHAs: This document should be used for reference as part of the complaint investigation and documentation process.

Physical Distancing, Occupancy and Seating:

Businesses Must:

- Review and implement [General Guidance for Employers](#).
- Determine the maximum occupancy of the establishment or location based on applicable OHA guidance and post the maximum occupancy [sign](#) in a visible location. The maximum restaurant occupancy should be determined by the owner/manager based on the number of customers that can be served while keeping six (6) feet of distance between parties, including when customers approach or leave tables.
Note: The initial proposal to limit customers to 50% of restaurant occupancy was not included as a requirement
- Set up tables at least six (6) feet apart so that parties are a minimum of six feet apart, including when customers approach or leave tables. This includes outdoor seating. Restaurants may expand their footprint to include additional outdoor space for service as long as the physical distance of six (6) feet is kept. Check with local authorities before expanding facility footprint
- Remove or restrict seating to keep the requirement of at least six (6) feet of physical distance between people not in the same party.
- If booth seating is back-to-back, only use every other booth. Otherwise, back-to-back booths require a barrier to be installed that meets the following requirements:
 - Install plexiglass (acrylic) or other nonpermeable physical barrier that is easily cleaned, between booths instead of having six (6) feet of distance, and
 - Barrier is at least one (1) foot higher than head level for seated customers and at least three (3) feet wide or at least the width of the booth if wider than three feet.
- Do not allow counter and bar seating unless the counter faces a window or wall and parties can keep at least six (6) feet of distance between other parties and/or staff behind the bar. Otherwise, counter seating requires a barrier to be installed that meets the following requirements:
 - Install plexiglass (acrylic) or other nonpermeable physical barrier that is easily cleaned, between counter and bar seating instead of having six (6) feet of distance, and
 - Barrier is at least one (1) foot higher than head level for seated customers and at least three (3) feet wide or at least the width of the seat if wider than three feet.
 - Customers sitting at a counter must still keep six (6) feet of distance if not in the same party.
- Limit parties to 10 people or fewer.
- Do not combine parties/guests at shared seating situations who have not chosen to gather together.
- People in the same party seated at the same table do not have to be six (6) feet apart.

*NOTE: If a business is unable to maintain at least six (6) feet of distance, except for brief interactions (for example, to deliver food to a table), it may **only** operate pick up/to go service. This applies to both indoor and outdoor seating.*

Employees:

- [Minimize employee bare-hand contact](#) with food by using utensils.
- Remind **all** employees about the importance of proper handwashing.
- If businesses choose to have employees use [gloves](#), they must provide non-latex gloves and employees must wash their hands before and after using gloves and after touching their face or changing tasks.
- Have employees wear gloves when performing cleaning, sanitizing, or disinfecting activities.
- Review and implement [Mask and Face Covering Guidance](#) for Business, Transit and the Public.

Operations:

- End all on-site consumption of food and drinks, including alcoholic beverages by midnight (12am). Make sure to have the last seating so that the midnight deadline is met.
- Restaurants and bars should open the next day based on regularly scheduled business hours. Restaurants must not attempt to get around the midnight required closure by reopening right after midnight.
- Do not allow customer self-service operations, including buffets, salad bars, soda machines and growler refilling stations.
- Facilities such as Mongolian barbecue, buffets and continental breakfasts, can only operate if the food is served by employees as it is selected by the consumer.
- Provide condiments, such as salt and pepper, ketchup, hot sauce and sugar, in single-service packets or from a single-service container.
 - If that is not possible, condiment containers should not be pre-set on the table and must be disinfected between each customer or dining party.
 - Disinfection must be done in a way that does not contaminate the food product. For example, do not use spray cleaner on a saltshaker.
- Do not pre-set tables with tableware (napkins, utensils, glassware).
- Counter and bar ordering are acceptable if the operation finds that this decreases worker exposure. Counter or bar ordering requires that food and/or alcohol are taken to a table that meets distancing requirements for consumption and at least six (6) feet of physical distance is maintained among customers and employees during the ordering process.
- Make sure customers/parties remain at least six (6) feet apart when ordering.
 - Post signs (available at <https://govstatus.egov.com/OR-OHA-COVID-19>) as needed to help customers meet the physical distancing requirements.
 - Mark designated spots on the floors where customers will wait in line.
- [Frequently disinfect](#) all common areas and touch points, including payment devices.
- Use menus that are single-use, cleanable between customers (laminated), online, or posted on a whiteboard or something similar. This will cut-down on multiple touch points.

To the extent possible, businesses should, but are not required to:

- Assign a greeter or host to manage customer flow and monitor physical distancing while waiting in line, ordering, and during the entering and exiting process. Do not block fire exits.
- Limit the number of staff who serve individual parties. Consider assigning the same employee to each party for entire experience (one employee for service, bussing of tables, payment).
- An employee may be assigned to multiple parties but must wash hands thoroughly or use hand sanitizer (60-95% alcohol content) when moving between parties.
- Hand sanitizer must not replace hand washing by employees when changing tasks.
- Assign employee(s) to monitor customer access to common areas such as restrooms to make sure that customers

do not gather.

- Strongly encourage all customers to wear cloth, paper or disposable face coverings.
 - Customers do not need to wear face coverings while seated at the table.
 - If a business sets a policy that all customers are required to wear cloth, paper or disposable face coverings, business management should consult with their legal counsel to determine whether such a requirement can be enforced.
- Encourage reservations or advise people to call in advance to confirm seating/serving capacity.
- Consider a phone reservation system that allows people to wait in cars or outside and enter only when a phone call, text, or restaurant-provided “buzzer” device, indicates that a table is ready.
- Consider providing hand-washing facilities for customer use in and around the business.
- Hand sanitizer is effective on clean hands; businesses may make hand sanitizer available to customers (at least 60-95% alcohol content).
- Post clear signs (available at <https://govstatus.egov.com/OR-OHA-COVID-19>) listing COVID-19 symptoms, asking employees and customers with symptoms to stay home, and who to contact if they need help.

For more information go to the Food, Pool and Lodging Program webpage:
www.healthoregon.org/foodsafety