

### **Notice of Reopening**

Restaurants and Bars are permitted to open dining spaces under Executive Order 2020-110. This goes into effect on June 8, 2020. No indoor or outdoor dining spaces may be used until that time. Ottawa County Food Safety Team is here to partner with you as you reopen. Because of the many standards already in place due to Act 92 and the 2009 food code, licensed food service establishments are some of the best-equipped facilities to help mitigate the spread of COVID-19. Below are the requirements for reopening. Please contact your inspector if you have any questions after reviewing the requirements and all recommendations.

For more details, check out [Executive Order 2020-110](#), the Ottawa County Department of Public Health [website](#), and [reopening guidance](#) from the Michigan Restaurant and Lodging Association.

### **Michigan Food Law Information**

Michigan Food Law requires restaurants to follow approved emergency procedures. From Michigan Food Law (Act 92 of 2000):

289.6147 Disaster; cessation of operations; report; emergency plans as temporary alternative procedures.

Sec. 6147. If a food establishment is affected by fire, flooding, accidents, explosions, or other disaster that may create an imminent or substantial hazard and unless otherwise directed, all food operations shall cease and the licensee shall immediately report to the director the disaster and the effect of the disaster on the operation of the establishment. The department may recognize emergency plans that, if being followed, serve as a means to use temporary alternative procedures for continuity of operation.

The Ottawa County Department of Public Health considers the ongoing novel Coronavirus (COVID-19) Pandemic as an imminent or substantial hazard. Michigan Executive Orders have been recognized as our department as emergency plans that must be followed for restaurants to remain open. Violations of Executive Orders will result in the violation above being cited. Repeat citations will result in enforcement

### **Before Reopening on June 8**

#### If you have not been operating

- Verify all equipment is working correctly including coolers, sanitizer dispensers, and dish machines
- Flush water lines to rid the pipes of stagnant water.
- If your facility is not on city/municipal water, quarterly tests are due by June 30, 2020.
  - Contact Drew Shaw via email at [dshaw@miottawa.org](mailto:dshaw@miottawa.org) if you have additional questions about your well.
- Clean/Sanitize equipment that has not been used may have been contaminated by dust and other contaminants. This includes the following:
  - Glassware and other dishes that have not been used
  - Ice machines
  - Food contact surfaces that have been sitting in the establishment.
  - Any other equipment with or without visible buildup
- Review the Big 5 Risk Factors and Procedures with Employees.
  - It may have been several months since they have worked in food service, so it is important to remind them about FDA Food Code requirements for Cooking, Sanitizing, Holding, Source, and Personal Hygiene.

#### All Facilities

- Develop a COVID Plan based on Executive Order requirements
  - You may develop your own plan or modify one that has already been developed for takeout service
  - A fillable plan is included for you to complete if needed
  - This plan must be a written document that is printed or saved electronically
- Identify Capacity in your facility
  - Maximum capacity allowed is 50% of your indoor limit set by the fire marshal
  - You must ensure guests can sit at least 6 feet away from other parties. This includes indoor and outdoor seating. If you cannot fit the maximum number allowed and have the parties correctly spaced, then you need to decrease the seating capacity to ensure social distancing between parties
- Determine policy for waiting for seating. Specific considerations to make:
  - Customers may not wait for seating inside the restaurant. Alternatives include call ahead seating, reservations, or waiting outside or in the car.
  - If you have customers waiting for food, they should be separated from each other and from seated guests by spacing (6 feet or more) or partitions.
  - Posting signs in the dining space asking customers to not move tables



- Develop a communication to customers about changes/requirements. This includes signs, printed documents, or posts on social media
- Plan your seating to ensure parties remain 6 feet apart. Please note the guests should be 6 feet away from other parties when sitting in chairs or booths. If tables are separated by 6 feet, then customers will be within 6 feet when they are in their chairs. Also consider where wait staff stand to take orders when determining spacing. Options include:
  - Removing tables and chairs so all tables can be sat and all parties will be six feet or more away from other parties
  - Indicate which tables cannot be used and remove chairs from those tables
  - Mark tables with a notice that says “this table should not be used”
- Train all employees about new procedures
- Mark the floor and/or hang signs so customers and employees know where they can stand to remain six feet away from others.
- Hang signs on the entrance to the facility indicating that customers should not enter the facility if they are currently experiencing symptoms of COVID-19

#### Additional Recommendations for All Restaurants

- Collect a guest list so you have record of people who visit the establishment in the event that someone is tested positive for COVID-19
- Encourage employees to take precautions outside of work to limit their transmission of the virus
  - Frequent hand washing
  - Limit carpooling to work with individuals who are not in their households. If carpooling is necessary, those not in the same households should wear masks
  - Wear masks and utilize hand sanitizer when using public transportation
  - Use masks, social distancing, and hand sanitizer when at social gatherings
- Review ODCPH website for guidance documents
- Post signs reminding the public to wear masks in public areas such as restrooms
- Post signs reminding guests and employees to wash their hands frequently

## **During Operation**

### Personal Protective Equipment for Employees and Guests

- Masks are required for all employees who work in the front of house or otherwise come in contact with the public. These include hosts, servers, and cashiers. Front of house employees in close proximity to other employees or customers must also wear a mask. If you have an employee who cannot medically tolerate a mask, they should not be working in a position that interacts with customers.
- Back of house employees should wear masks if they are working within six feet of each other for prolonged periods (15+ minutes over a shift) such as working at the same prep table. If social distancing can be maintained, such as someone working alone in a dish room or two people spread apart on a cook line, masks are strongly recommended but not required.
- Guests should be reminded and encouraged to wear masks when picking up food and when they are walking through the restaurant to be seated. Masks can be removed once guests are seated.

### Social Distancing

- Customers may not sit in a waiting area to wait for tables. They should make reservations, call ahead, or wait in their car.
- Up to 5 people may wait inside for takeout food. These individuals should be spaced apart six feet or more.
- Guests must be seated 6 feet away from other parties. Be sure all people at a table are at least six feet away from all people at the next table
- Do not seat parties of more than 10 at the same table.

### Employee Illness

- Screen employees daily for symptoms and other risk factors. Visit [miottawa.org/food](http://miottawa.org/food) for a sample screening document which includes symptoms and risk factors.

### Cleaning and Sanitizing

- Clean and sanitize all touch surfaces between parties. Items to clean include menus, condiments, tables, chairs, and other items the customers may have touched or otherwise contaminated.
- Clean and disinfect common spaces and surfaces such as restrooms often

### Additional Procedures

- No self-service is allowed at this time. This includes buffets, continental breakfasts, condiment stations, and stations with single-use utensils.
- Consider disposable menus and single use items to decrease the amount of contact points between customers
- Provide employees and customers with hand sanitizer that has at least 60% alcohol



### **Protocols if an Employee is Diagnosed with COVID-19**

- If an employee is diagnosed with COVID-19, the facility must close to disinfect all surfaces.
- Notify your assigned inspector within 24 hours. Your inspector will inform you of requirements for reopening. An email notification is satisfactory for this requirement.
- Notify any employees who came in contact with the ill employee within 24 hours. Suggested wording is below:
  - “One of our employees has tested positive for COVID-19. We are working closely with the health department and anyone identified as a close contact will be contacted by a health department investigator for further direction. If you do not receive a call from a health department representative, you have not been identified as a close contact. Continue to follow state and organizational guidance to protect yourselves and your fellow employees.”
- Work with your inspector and other OCDPH employees regarding the employee and close contacts returning to work. Employees should not return to work without approval from the Ottawa County Department of Public Health

If you decide to add outdoor seating or make other modifications to the dining area or procedures, please ensure you are also meeting requirements of Michigan Liquor Control Commission and your local city or township. Changes or additions to food preparation areas require a plan review, contact your inspector for more information.