

Sidelines



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To: Department of Public Health

RE: SIDELINES COVID-19 MITIGATION PLAN

A. Messaging and Information

1. Signs will be posted at entrance and in restrooms that promote everyday protective measures and describe how to stop the spread for employees, vendors, and customers such as properly wearing a mask, social distancing, and washing hands.
2. Require customers and vendors to sign-in a visitor log sheet prior to entry, which shall include the following information:
 - a. Date and time of the visit;
 - b. Name of individual(s);
 - c. Total number of people in the party;
 - d. Phone number and/or email address; and
3. Retain the visitor log sheet for a period of 30 days from the date of service.

B. Mask

1. Require the wearing of face mask by all employees, vendors, and customers.
2. Require customers to wear masks when not actively eating or drinking.
3. Encourage employees and vendors to avoid touching their masks once they are on their faces.
4. Encourage employees and vendors to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol, after touching masks on their faces.

C. Physical Distancing

1. Operate at no more than the authorized occupancy rate; not exceeding 6 persons per table per party for indoor and 15 persons per table per party for outdoor.
2. Provide physical guides, such as signage, to ensure that individuals remain at least 6 feet apart.
3. All tables between different parties are at least 6 feet apart or have a physical barrier between the parties.
4. Established a dedicated ordering area where customers can maintain a distance of 6 feet, or implement practice where orders are accepted by servers while customers remain seated.

5. Require customers to remain seated at all times in their assigned chairs or remain in their standing area, except for use of restrooms for both indoor and outdoor service.
6. Install a physical barrier (i.e., Plexiglass) with a top horizontal edge height of at least 6 feet above the stage floor between musicians and customers.
7. Ensure that the following preventative measures are taken for karaoke singing:
 - a. Disposable microphone covers are used to completely cover the microphone between each use;
 - b. The disposable microphone covers are properly disposed of in a waste receptacle that is within reach by customers;
 - c. The microphone be properly cleaned and disinfected between each use;
 - d. Only one singer is allowed to sing at a time;
 - e. That face masks are worn at all times while singing; and
 - f. That no more than 6 people are permitted per party per private room;
8. Prohibit the use of dance floors.

D. Employee Health and Hygiene

1. Provide hand-sanitizers that contains at least 60% alcohol at the entrance and throughout the establishment.
2. Require every employee to properly wash hands with soap and water for at least 20 seconds:
 - a. After touching garbage, using the bathroom, taking breaks, or after coughing or sneezing.
 - b. Before putting on, and after removing gloves.
3. Require employees to use hand sanitizer with 60% alcohol after handling payments.
4. Provide and maintain protective equipment and supplies for employees to perform enhanced cleaning/disinfection.

E. Cleaning and Disinfection

1. Clean and disinfect frequently touched surfaces such as door handles, counters, POS machine, credit card machine, pen for credit cards, reusable menus, and other shared equipment periodically throughout the shift but also at the beginning and end of every shift.
2. Disinfect game machines, pool tables, dart boards, supplies associated with the game, and other areas that have high-touch surfaces after each use. In addition:
 - a. Access to the amusement device/materials is to be controlled by the establishment.
 - b. Use of game machine and equipment must be by reservation.
 - c. No more than 6 persons are allowed to participate in any game.
 - d. A written record of the use of game machine and equipment must be maintained, which provides the following information that must be readily available to DPHSS, when requested, and retained for 30 days:
 1. Date and time of the game;
 2. Name of the player(s);
 3. Type of game machine or equipment used; and
 4. Phone and/or email of all participants.
3. Regularly disinfect liquor bottles, pour stations, taps, ice scoops, and other touched surfaces, and use disposable, single cups, if feasible.
4. Develop a schedule for increased routine cleaning and disinfection.
5. Use cleaning and disinfection products that meet EPA disinfection criteria and that are appropriate for the surface.

6. Relocate or cover any exposed clean silverware, dishes, glasses, pots, and pans. Use disposable, single use items, if feasible.
7. Provide and maintain an adequate supply of cleaning and disinfection products for both employees and patrons for use.

F. Ventilation

1. Check filters of ventilation devices to ensure they are within service life and appropriately installed and maintained.

G. Communal Spaces

1. Stagger employee use of shared spaces (e.g., break rooms) and require mask use at all times, except for actively eating, drinking, or smoking in designated areas.
2. Limit any sharing of food, tools, equipment, or supplies by staff members.
3. Limit the number of people in shared spaces at one time and ensure necessary social distancing is practiced.
4. Disinfect the shared space after each use.

H. Health and Safety of Employees and Guests

1. Screen employees and customers before entering the facility and ask if they are experiencing any possible COVID symptoms.
 - Anybody with COVID symptoms will not be permitted in the facility.
 - Employees with COVID symptoms are not permitted to work.
2. Educate and communicate with employees regarding symptoms, protocols for reporting to work, and procedures should they come into close contact with a person under investigation with COVID-19.
3. Train all employees in COVID-19 safety actions (e.g., social distancing, use of face masks, hand washing, cleaning and disinfecting).
4. Contact DPHSS should an employee or employees test positive for COVID-19 for contact tracing.