

MINS LOUNGE COVID-19 GUIDELINE

- **Signs and Messages**
 - Post signs in highly visible locations at the entrance areas for employees and customers to properly wear mask upon entry and re-entry.
 - Require customers and vendors to sign in the visitor log prior to entry. The log will include the date, time, name, address, and phone number of each customer and vendor.
 - Post signs in highly visible locations at the restroom areas for employees and customers to properly wash hands.
 - Place posters or sign in key areas to promote behaviors that prevent spread of COVID-19 when communicating with vendors, staff and customers.
 - Display visual aides/signs from Department of Public Health & Social Services and Centers for Disease Control.

- **Masks**
 - require masks prior to entry for all employees, customers and vendors.
 - require all employees and vendors to wear masks at all times.
 - Employees and vendors will avoid touching their masks once they are on their faces.
 - Employees and vendors will wash their hands with soap and water for at least 20 seconds after touching masks on their faces.
 - require customers to wear masks when not eating or drinking or when physical distancing is difficult.

- **Physical Distancing**
 - Limit the number of customers in the bar based on occupancy set forth by Governor of Guam and/or Department of Public Health and follow local guidance on gathering requirements.
 - provide physical guides, such as tape on floors or sidewalks and signage, to ensure that individuals remain at least 6 feet apart.
 - mark distances of 6 feet for customers waiting for ID check. Consider a “hands-free” ID check system.
 - maintain 6 feet between tables.
 - If tables cannot be moved, consider putting signage on every other table or booth marked “DO NOT SIT”, “PHYSICAL DISTANCE TABLE” or “RESERVED FOR YOUR SAFETY”.
 - Provide needed staffing to help remind customers of physical distancing and to remove any customers that refuse to comply. Staff will need to actively monitor and inform customers of the health and safety guidelines. The bar has the right to refuse service to anyone exhibiting symptoms or not following guidelines.

- remove barstools at the bar or other locations where drinks are made and served unless a 6 feet distance can be established between the bartender(s) and customers while ordering.
 - not offer any self-serve food or drink options, such as buffets, salad bars and drink stations.
 - remove all self-service items (e.g., napkins, utensils, glassware, menus, condiments, food). Consider using disposable or digital menus (menus viewed on cellphones), single serving condiments, and no-touch trash cans and doors.
 - Consider using touchless payment options, if possible. If paying by cash or credit, consider having customers place the money or card on a receipt tray or on the counter rather than by hand to avoid direct hand to hand contact.
 - regularly clean high touch surface areas such as counters or hard surfaces between use. If pens or any equipment are used, employees will disinfect between uses and/or encourage customers to use their own pens.
 - Consider avoiding any use of outside food and beverage utensils, food and containers brought in by customers.
 - cover any exposed clean silverware, dishes, glasses, pots and pans. Relocate hanging bar glasses to a covered area.
 - regularly disinfect liquor bottles, pour stations, taps, ice scoops, etc. • Use disposable cups if feasible.
 - Consider placing lost and found items in a clear, sealed bag.
 - Encourage outdoor seating as much as possible, if available.
- **Communal Spaces**
 - stagger employee use of shared spaces (e.g., break rooms) and require mask use at all times, except for eating, drinking or smoking.
 - limit any sharing of food, tools, equipment, or supplies by staff members.
 - limit the number of people in shared spaces at one time.
 - have each person disinfect the shared space after each use.
 - Consider closing shared spaces, if possible.
- **Hand Hygiene and Respiratory Etiquette**
 - provide hand-sanitizers or stations at the front of the bar and throughout the establishment.
 - Consider placing signage on tables to show that they have been disinfected after previous customers.
 - require every employee to properly wash hands before, during, and after service.
 - require every employee to properly wash hands after touching garbage, using the bathroom, taking breaks, or after coughing or sneezing.
 - Employees will always wash their hands with soap and water for at least 20 seconds after removing gloves.
 - Employees will avoid touching their eyes, nose, and mouth with gloved or unwashed hands.

- Encourage employees to cover coughs and sneezes with a tissue (or use the inside of their elbow).
 - ensure gloves are worn by employees when they are completing these activities:
 - Removing garbage bags or handling and disposing of trash;
 - Handling used or dirty service items;
 - Cleaning and disinfecting surfaces.
 - If soap and water are not readily available for handwashing, use hand sanitizer that contains at least 60% alcohol.
 - ensure adequate supplies (e.g., paper towels, tissues, disinfectant wipes, masks).
 - Consider making available no-touch/foot pedal trash cans, and touchless systems, if available and feasible.

- **Cleaning and Disinfection**
 - clean and disinfect frequently touched surfaces (e.g., door handles, cash registers, workstations, sink handles, bathroom stalls) at least daily, and as much as possible.
 - clean shared objects (e.g., payment terminals, tables, countertops/bars, receipt trays, condiment holders) between each use.
 - disinfect each table, chair and bar areas, and partitions (if any) after each customer or use.
 - develop a schedule for increased routine cleaning and disinfection.
 - use cleaning and disinfection products that meet EPA disinfection criteria and that are appropriate for the surface. Allow the disinfectant to remain on the surface for the contact time recommended by the manufacturer and follow the directions on the label or safety data sheet.
 - When cleaning and disinfecting, wear appropriate personal protective equipment.
 - Establish a disinfection routine and train staff on proper cleaning timing and procedures to ensure safe and correct application of disinfectants.
 - Wash, rinse, and sanitize used or dirty food contact surfaces with an EPA-approved food contact surface sanitizer.
 - Ensure that cleaning or disinfecting product residues are not left on table surfaces, which can cause allergic reactions or ingestion of chemicals.
 - ensure safe use and storage of disinfectants to avoid food contamination and harm to employees and other individuals.
 - use gloves when removing garbage bags or handling and disposing of trash.
 - Consider covering chairs in a non-porous material for easy cleaning.
 - Consider placing hand sanitizer on each table and place a sign on tables encouraging all customers to wash their hands or apply hand sanitizer
 - Menus will be non-porous and be disinfected between use. If paper menus are used, make them single use only. Consider alternatives like a menu board or phone app.
 - Launder all work clothing, aprons, towels, cloth table covers (if any).

- **Ventilation**

- Consider improving the ventilation and air-conditioning (HVAC) system, if feasible. This may include some or all of the following activities:
 - Consider increasing total airflow supply to occupied spaces.
 - Consider increasing outdoor air ventilation.
 - Consider disabling demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature during occupied hours.
 - Consider opening minimum outdoor air dampers to reduce or eliminate HVAC recirculation, if practical.
 - Consider improving central air filtration.
 - Check filters to ensure they are within service life and appropriately installed.
 - Consider running the HVAC system at maximum outside airflow for 2 hours before and after occupied times.
 - If allowable, encourage outdoor use.
 - Get fresh air to the customers and staff and properly utilize ventilation system. Some ways to do this: – Open doors and windows if possible. – Maximize fresh air through your ventilation system. – Maintain indoor relative humidity at 40-60%. – Ensure restroom is under negative pressure. – If you don't know how, ask an HVAC professional and see ASHRAE updates for more information.
 - Consider using portable HEPA filtration units.
 - If fans such as pedestal fans or hard mounted fans are used in the bar, take steps to minimize air from fans blowing from one person directly at another individual. If fans are disabled or removed, employers will remain aware of, and take steps to prevent, heat hazards. (NOTE: Contact an occupational health and safety professional or ventilation specialist for advice on how to best utilize ventilation systems).
- **Health & Safety of Employees and Guests**
 - Conduct employee temperature screening and wellness checks before each shift. Temperature screening can include manual or thermal camera methods.
 - Evaluate your employee's health regularly and encourage them to stay home if they are sick (e.g., high temperature, flu-like symptoms). HIPAA guidelines and other laws will be followed at all times.
 - Educate and communicate with employees regarding symptoms, protocols for reporting to work and procedures will they come into close contact with a person under investigation with COVID-19.
 - Develop and/or update sick leave policies without fear of reprisal.
 - Require employees who have come into close contact with a person under investigation with COVID-19 to get tested, stay at home and monitor symptoms.
 - Contact DPHSS will an employee or employees test positive for COVID-19 for contact tracing.
 - Develop policies for return-to-work after COVID-19 illness.
 - Monitor absenteeism of employees, cross-train and create an on call roster.
 - Train all employees in safety actions.
 - Notifying staff, customers, and the public of business closures, and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

- Communicate to the employees and customers what the bar is doing to mitigate the spread of COVID-19 (e.g., disinfection routine, health & safety guidelines, closure due to COVID-19 positive). Platforms for communication could include websites, reservation processes, hand-outs, and outdoor signage.
- Continually monitor local and federal guidelines for changes in recommendations
- Continually monitor and improve operational controls for cleaning, disinfection, workspace modifications, and physical distancing.
- Consider rotating or staggering shifts to limit the number of employees working at the same time.
- Encourage employees to use transportation options that minimize close contact with others by riding alone or riding with household members only. For employees who using public transportation or ride sharing, they will wear masks at all times, avoid sharing items and wash hands before and after each trip.
- Designate a staff person or manager who is responsible for COVID-19 management and concerns. All staff members will know who this person is and how to contact them.