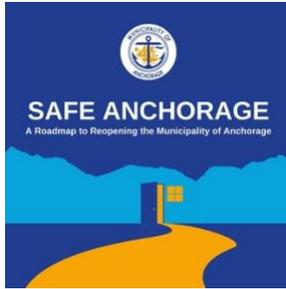


## ATTACHMENT A



## EO 14 V2 OPERATING REQUIREMENTS

### Sector: HOSPITALITY

Businesses: Bars, Restaurants, Breweries, Nightclubs, Cafés, Fast Food

Description: Establishments that serve alcohol and/or food, including: standalone bars and bars located within restaurants, hotels, resorts; breweries; restaurants, diners, cafés, fast food, other permanent food service establishments; and nightclubs.

### RECOMMENDED SAFETY MEASURES

- Continue to prioritize entryway, curbside, and home delivery.
- Prioritize telephone and online ordering to minimize contact during pickup and delivery.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible (e.g. opening windows and doors, prioritizing outdoor seating.)
- Encourage paperless transactions and offer to email receipts. Encourage customers to use credit/debit cards or other cashless payment options for services.
- Utilize different entry and exit points using one-way traffic, where possible.
- High-risk population encouraged to stay home.
- Individual businesses may choose to be more restrictive.

### MANDATORY SAFETY MEASURES

#### CAPACITY: OUTDOORS

- Table-service only; no standing or seating at physical bars / bar tops.
  - All patrons are required to be seated.
- Tables must be spaced to ensure six feet (6-ft.) physical distancing between patrons seated at different tables.
  - At a minimum, tables in use can be no closer than six feet (6-ft.) apart.
  - Only members of the same group may sit at the same table.
  - No parties larger than six persons (6) from the same group at one table.
- Outdoor seating under temporary tents is allowed.
  - To satisfy the requirements of “outdoor seating,” tents or temporary structures must have either two (2) walls removed; four (4) walls pulled up at least 50%; or tent windows open to create an equivalent amount of ventilation.

#### CAPACITY: INDOORS

- Limit maximum indoor capacity to fifty percent (50%) of maximum building occupancy.

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  - All patrons are required to be seated.
- Tables must be spaced to ensure six feet (6-ft.) physical distancing between patrons seated at different tables.
  - At a minimum, tables in use can be no closer than six feet (6-ft.) apart.
  - Only members of the same group may sit at the same table.
  - No parties larger than six persons (6) from the same group at one table.
  - Tables that are physically separated by full partitions and/or physical barriers may be closer together than six feet (6-ft.)

### LIVE EVENTS OR ENTERTAINMENT

- No loud or amplified music or other performances are allowed, indoors or outdoors.
  - Any music that plays must be at a low enough volume to allow physically distanced communication with waitstaff without shouting.
- No dancing is allowed, indoors or outdoors.

### GENERAL

- Masks or [cloth face coverings](#) required for all employees and customers.
  - Customers may remove face coverings while eating or drinking only.
  - Information should be provided to staff on [proper use, removal, and washing of cloth face coverings](#).
- Staff and customers must adhere to physical distancing protocols.
  - Physical distancing notification prominently posted and viewable to the public.
- Change layouts to ensure that all parties remain at least six feet (6-ft.) apart.
  - Ask customers to wait in their cars or away from the establishment while waiting to pick up food or when waiting to be seated.
  - Discourage crowded waiting areas by using phone app, text technology, or signs to alert patrons when their table is ready. Avoid using “buzzers” or other shared objects.
  - Provide physical guides, such as tape on floors or sidewalks and signage, to ensure that individuals remain at least six feet (6-ft.) apart.
  - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least six feet (6-ft.) apart, e.g. restaurant kitchens, cash registers, host stands, or food pickup areas.
- Businesses must provide hand washing capability or hand sanitizer for customers.
- Develop COVID-19 Mitigation Plan that contains, at a minimum, the Operating Requirements in this document and other protocols to minimize direct contact between employees and customers, increase physical distancing, and protect staff and the public.
  - The COVID-19 Mitigation Plan must be kept on the business premises.
- Develop protocols in the COVID-19 Mitigation Plan to minimize direct contact between employees and customers and increase physical distancing.
- Entryway signage stating that any customer who has symptoms of COVID-19 must not enter the premises and notifying the public of the COVID-19 Mitigation Plan for the business.

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- Continue to follow all regulatory and legal standards required to operate.

### OPERATIONS

- A guest log must be kept.
  - Businesses are required to maintain guest log records for 30 days.
  - Guest log must contain first + last name and phone number at a minimum.
  - The information in the guest log will not be shared unless needed for contact tracing.
- Frequent hand washing by employees is required, and adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available onsite.
  - Staff to follow [Centers for Disease Control \(CDC\) guidance for COVID-19 hand hygiene](#). COVID-19 hygiene protocols do not supersede hand washing requirements in existing regulations, codes, and statutes.
  - Strict adherence to food safety standards required to operate a food service business.
- [Clean and disinfect](#) frequently touched surfaces (e.g., door handles, cash registers, workstations, sink handles, bathroom stalls) hourly.
  - Use products that meet [EPA disinfection criteria](#) and are appropriate for the surface.
- [Clean and disinfect](#) shared objects (e.g., menus, tables, countertops/bars, receipt trays, condiment holders, payment terminals) between each use.
  - If used, staff must provide a new drink coaster between each beverage.
  - Consider using electronic menus or disposable menus, if menus are provided.
  - Use products that meet [EPA disinfection criteria](#) and are appropriate for the surface.
- Weekly cleaning and disinfecting of the premises must be conducted in compliance with [CDC protocols](#).

### ALL EMPLOYEES AND STAFF

- Provide training for employees on COVID-19 and the COVID-19 Mitigation Plan for the business.
- Designate a staff person for each shift to be responsible for responding to COVID-19 concerns. All staff members should know who this person is and how to contact them.
  - Put systems in place for staff to self-report to the establishment's point of contact if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) and other applicable privacy and confidentiality laws and regulations.
- Businesses must conduct pre-shift screening and maintain staff screening log.
  - No employee displaying symptoms of COVID-19 will be permitted to be in the facility.
  - An employee who becomes sick while at work should be immediately sent home.
  - No person may work within 72 hours of exhibiting fever.
- Symptomatic or ill employees may not report to work.
- Employer must establish a plan for an Occurrence of COVID-19 in the workplace and include it in the COVID-19 Mitigation Plan.

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### IN THE EVENT OF OCCURRENCE

- When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, retail businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - CDC protocols for Cleaning and Disinfection can be found [here](#) and [here](#).

### QUESTIONS?

Email us with questions at: [COVID-19-business@anchorageak.gov](mailto:COVID-19-business@anchorageak.gov)