

MAXIMUM
OCCUPANCY

25%

HOSPITALITY

Restaurants, Diners, Cafés, Fast Food, Breweries, Bars, Nightclubs, etc.

Applies to establishments that serve alcohol and/or food, including stand-alone bars and bars located within restaurants, hotels, resorts; breweries; restaurants, diners, cafés, fast food (Quick Service Restaurants), or other permanent food service establishments; coffee stands or food trucks; and nightclubs.

MANDATORY SAFETY MEASURES

TABLE-SERVICE ONLY FOR ALL HOSPITALITY ESTABLISHMENTS

- Table-service only; no standing or seating at physical bars / bar tops.
 - All patrons are required to be seated.
 - No modifications to physical bars in order to circumvent table-service-only rules.
- Tables must be spaced ten (10) feet apart, measured edge-to-edge, to maintain physical distancing between patrons seated at different tables.
 - 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 or space (e.g. banquet room or other private room.) An exception exists when a single household with minor children is larger than six (6) persons.
 - Tables that are physically separated by floor-to-ceiling partitions and/or physical barriers and that prevent air flow between tables without interfering with existing ventilation may be closer together than ten (10) feet.
- All alcohol service must stop at 11:00pm every night.

CAPACITY: INDOORS

- Maximum capacity is 25% of the approved occupancy based on fire and building codes.
 - Business must determine maximum capacity based on the above criteria, post publicly, and enforce the capacity limits.
 - Maximum capacity includes all staff and customers.

CAPACITY: OUTDOORS

- Maximum capacity is 25% of the approved occupancy based on fire and building codes.
 - Business must determine maximum capacity based on the above criteria, post publicly, and enforce the capacity limits.
 - Outdoor capacity is separate from indoor capacity (e.g. 25% maximum occupancy would be allowed for both indoor dine-in service and outdoor dine-in service.)
- Outdoor seating under temporary tents is allowed.

EMERGENCY ORDER 17 – ATTACHMENT D

- To satisfy the requirements of “outdoor seating,” tents or temporary structures intended for use by more than one household 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 as demonstrated to the Development Services Department..
- Other outdoor seating arrangements such as individual tents designed to shelter a single table must be submitted to the submitted to the Development Services Department as a building permit application for approval prior to use. The applicant should call the Development Services Department before submitting an application and discuss the project with a permit technician. Depending upon the specific details, the applicant may be instructed to submit a different type of application, such as a Planning Department Temporary Use Authorization or an AFD Operating Permit. Once submitted, the various departments will coordinate to get necessary approvals from different MOA departments.

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.

PHYSICAL DISTANCING REQUIREMENTS

- 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.

FACE COVERINGS REQUIRED

- Masks or [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](#).
 - The mask or face covering requirement should be applied in a manner consistent with the federal Americans with Disabilities Act and other applicable laws, which may require making an accommodation to the mask requirement for individuals with physical or mental disabilities that impair their ability to wear a mask.

EMERGENCY ORDER 17 – ATTACHMENT D

GENERAL OPERATIONS REQUIREMENTS

- A guest log must be kept.
 - Businesses are required to maintain guest log records for 30 days.
 - Guest log must contain first and last name and phone number at a minimum.
 - The information in the guest log will not be shared unless needed for contact tracing.
 - Customers and visitors who are only briefly in the restaurant (such as for pick up or delivery) do not need to sign the guest log.
- Continue to follow all regulatory and legal standards required to operate.
- 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.
- Businesses must provide hand washing capability or hand sanitizer for customers.
- 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 employee training on COVID-19 / 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.

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- Employer must establish a plan for an Occurrence of COVID-19 in the workplace and include it in the COVID-19 Mitigation Plan.

COVID MITIGATION PLAN REQUIRED FOR ALL HOSPITALITY BUSINESSES

- 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.

RECOMMENDED SAFETY MEASURES

- 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.
- Continue to prioritize telephone and online ordering to minimize contact during pickup and delivery.
- Encourage paperless transactions and offer to email receipts. Encourage customers to use credit/debit cards or other cashless payment options for services.

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 in accordance with CDC guidance. 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