

- Employees are directed to ensure hand hygiene practices including hand wash frequency, use of hand sanitizer and proper glove use are adhered to.
- Employees are allowed time to wash their hands frequently.
- Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use of face masks when around others.
- Break rooms, restrooms and other common areas are disinfected at the frequency below, but no less than once per day during operating hours, on the following schedule:
 - Break rooms _____
 - Restrooms _____
 - Other _____
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Copies of this Protocol have been distributed to all employees
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

Indoor Areas:

- The number of customers in indoor seating area is limited to **50%** of the indoor occupancy or a maximum of **200** attendees, whichever is lower. Where feasible, parking lots are reconfigured to limit congregation points and ensure proper separation.
 - Maximum number of customers in the indoor dining area is limited to: _____
- To ensure physical distancing of at least 6 feet between customers seated at different tables, tables must be spaced at least six (6) feet apart, measured from the back of the chair at one table to the back of the chair at the adjacent table while customers are seated. This also allows for passing room between tables and accounts for chairs being pushed out and occupied by customers seated at the table. Plexiglass or other barriers do not substitute for the required distance between tables and between customers. See “Examples of approved seating arrangements within the allowable occupancy” section below.
- On-site indoor seating at a table shall be limited to no more than **six (6)** people in the same party. All people seated at an indoor table must be members of the same household and, thus, do not have to sit six feet apart from each other. Prior to seating, the host shall verbally inform the party that everyone sharing an indoor table must be from the same household.
- All members of a party attest to and show proof of being fully vaccinated against COVID-19³, they may be seated together, up to six (6) people per table and from up to six (6) different households. Customers that have attested to full vaccination must show the operator the required verification, which is a photograph identification and proof of full vaccination, such as their vaccination card (which includes the name of person vaccinated, type of COVID-19 vaccination provided and date last dose administered) or a photo of their vaccination card as a separate document or a photo of the attendee’s vaccine card stored on a phone or**

³ People are considered fully vaccinated for COVID-19 at 2 weeks or more after they have received the second dose in a 2-dose series (e.g. PfizerBioNTech or Moderna), or 2 weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

electronic device or documentation of full vaccination against COVID-19 from a healthcare provider, before they may be seated together.

Outdoor Areas:

- The number of customers in an outdoor seating area is low enough to ensure physical distancing. Tables must be spaced at least six (6) apart, measured from the back of the chair at one table to the back of the chair at the adjacent table while customers are seated. This also allows for passing room between tables and accounts for chairs being pushed out and occupied by customers seated at the table. Plexiglas or other barriers do not substitute for the required distance between tables and between customers. See “Examples of approved seating arrangements within the allowable occupancy” section below. Maximum number of customers in the outdoor seating area is limited to: _____, as determined by the total number of seats available after tables are spaced as described above and with a maximum of six (6) seats at each table.
- On-site outdoor seating at a table shall be limited to no more than **eight (8)** people in the same party. All people seated at an outdoor table may be from no more than three different households. Prior to seating, 1) all members of the party must be present, and 2) the host shall verbally inform the party that everyone sharing a table may be from no more than three households.
- If all members of a party attest to and show proof of being fully vaccinated against COVID-19⁴, they may be seated together, up to eight (8) people per table and from up to eight (8) different households. Customers that have attested to full vaccination must show the operator the required verification, which is a photograph identification and proof of vaccination, such as their vaccination card (which includes the name of person vaccinated, type of COVID-19 vaccination provided and date last dose administered) or a photo of their vaccination card as a separate document or a photo of the attendee’s vaccine card stored on a phone or electronic device or documentation of full vaccination against COVID-19 from a healthcare provider, before they may be seated together.
- Facilities utilizing any outdoor structures must comply with the State’s criteria for an outdoor setting, as specified in the California Department of Health’s mandatory guidance on [Use of Temporary Structures for Outdoor Business Operations](#). Outdoor structures that do not meet the State’s criteria for an outdoor setting are classified as indoor settings and are limited to **50%** capacity.

General Requirements for all Facilities:

- All customers arriving on-site for indoor service must have a reservation. The establishment’s reservation system should be notified in advance to confirm seating/serving capacity, where possible. Contact information for each party collected either at time of reservation booking or on site if practicable in the normal course of business operations to allow for contact tracing should this be required.
 - Bar counters used for the purposes of preparing or serving alcoholic beverages are closed to beverage service at the counter.
 - Customers may only eat or drink while seated at a table in a designated dining area. All customers must wear a mask while on-site unless they are eating or drinking while seated at a dining table.
- Private Events:
 - Wineries, breweries, and distilleries may host Private Events (e.g., receptions, meetings, or banquets) in indoor or outdoor areas of the facility provided that such private events must be in full compliance with County Public Health [Protocol for Private Events: Appendix BB](#).
 - If a winery, brewery or distillery does not have a separate private event space with a separate entrance, a Private Event may only be held at times when the winery, brewery or distillery is closed for normal business operations. However, wineries, breweries or distilleries that have a separate private event

⁴ People are considered fully vaccinated for COVID-19 at 2 weeks or more after they have received the second dose in a 2-dose series (e.g. PfizerBioNTech or Moderna), or 2 weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

space with a completely separate entrance and separate facilities may host a private event while maintaining regular operations of the winery, brewery or distillery if they are able to maintain a complete separation between the private event and other business operations. Private event guests may not mingle with winery, brewery or distillery patrons.

- The maximum capacity for any Private Event held outdoors is 200 persons and may be increased to 400 persons if all guests have tested negative or are fully vaccinated for COVID-19 as stipulated in the County Public Health Protocol for Private Events. Private Events may be held indoors at a winery, brewery or distillery only if all guests have either tested negative for COVID-19 or are fully vaccinated for COVID-19 as stipulated in the County Public Health Protocol for Private Events: Appendix BB. The maximum capacity for any Private Event held indoors is 150 persons.
- If the winery, brewery or distillery is operating at the same time that a Private Event is being held at the facility, capacity for the winery, brewery or distillery and the capacity for the Private Event are calculated separately.
- ❑ Outdoor live entertainment is permitted. There must be a visible demarcation to create at least 12 feet of distance between the seated customer groups and the stage or performer. Performers should use microphones for performances to the maximum extent feasible so that performers can limit voice projections, which cause more particles, aerosols, and droplets to be released and travel farther. Indoor live entertainment is not permitted.
- ❑ **For Musical Performers:**
 - Performers should empty water keys onto disposable or paper towels whenever possible and turn away from others when emptying to avoid fluid contamination. Musicians should discard their own used towels and wash their hands and/or use hand sanitizer after disposal. If musicians empty water keys onto non-disposable towels, the towels must be clean when brought to performance or practice, removed by the musician and placed into a sealed container away from others for laundering, and the musician must wash their hands and/or use hand sanitizer.
 - Perform instrument cleaning, including wiping down and blowing through, at home and away from others before and after practice.
 - Do not share instruments, if at all possible. Consider discontinuing assistance from musician assistants, such as page-turners, or others that cannot maintain at least six feet of distance.
 - Increase distancing between people who sing or chant and others, or between brass/wind instrument performers and others to greater than 6 feet, when outdoors and not wearing face masks. Consider use of barriers to add further separation in these cases.
 - Wind instrument performers should use additional modifications as appropriate, such as devices to capture aerosols or redirect air emitted from the instrument.
- ❑ Customer dancing continues to be prohibited. Recorded music is allowed, but volume must be low enough so that workers can hear customers while maintaining their distance.
- ❑ Televisions or other screens may be used for indoor and outdoor customer viewing.
- ❑ Where possible, provide a single, clearly designated entrance and separate exits to help maintain physical distancing.
- ❑ Measures to ensure physical distancing are adhered to where customers or employees are in a queue. This includes check-stands and terminals, counter lines, restrooms, elevator lobbies, host stands and waiting areas, valet drop off and pickup, and any other areas where customers congregate.
 - Placing tape or other markings at 6-foot intervals in any area where members of the public may form a line or stand.
 - Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and customers from passing by one another.
 - If possible, an employee wearing both a face shield and face mask is posted near the above areas,

but at least 6 feet from the nearest customers, to monitor that physical distancing procedures are adhered to.

- Technology solutions where possible have been implemented to reduce person-to-person interaction; mobile ordering and menu tablets, text on arrival for seating, contactless payment options.
- Design interaction between customers, delivery drivers and employees to allow for physical distancing.
 - Floors in and outside of the establishment in areas when customers, vendors, delivery personnel or others may wait for are marked to enable and enforce physical distancing.
 - The use of contactless processes for pickup and delivery and other electronic systems for guest interactions have been implemented, where possible.
 - Interactions between employees and customers are limited to a maximum of five minutes per occurrence, where possible.
- Limit contact between staff and customers.
 - Install physical barriers such as partitions or plexiglass at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
 - Limit the number of employees serving individual parties.
- Discourage employees and customers from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation, and credit card terminals, etc.
- Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high density high-traffic employee areas.
 - Incidental contact is to be expected, however, the goal is to limit this to less than 15 minutes, preferably 10 minutes, and the employees are always wearing their face masks.

ADDITIONAL CONSIDERATIONS FOR TASTINGS

- Provide a clean glass for each tasting and, if possible, do not pour beverages into a glass that a customer has already used (smelled, tasted from, etc.)
- The use of communal dump buckets, spit buckets, spittoons, etc. must be discontinued.
 - Provide individual, disposable cups to each guest instead to avoid splash contamination between guests.
- Do not touch beverage container necks to cups, glasses, etc., when pouring wine, beer, or spirits.
- Take measures to ensure that tasting group appointment times do not overlap to minimize interaction of people from different groups and places.
- Discontinue tours that combine individuals from different households into the same tour group. Tour guides must maintain at least six feet of physical distance from customers/visitors.

C. MEASURES FOR INFECTION CONTROL

PRIOR TO OPENING

- The HVAC system has been inspected by an HVAC Specialist within 30 days of reopening and is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission.
 - Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
 - See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality](#)

[in Indoor Environments](#) for detailed information.

- Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- ❑ For facilities that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ❑ Facility has been thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19), especially if it's been closed.
 - Procure options for third-party cleaning company to assist with the increased cleaning demand, as needed.
- ❑ Spaces such as indoor and outdoor seating areas, host stands, and beverage preparation areas have been equipped with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers.
 - Ensure sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
 - Recommend installing touchless dispensers for hand sanitizer, soap dispensers, paper towel and trash dispenser.
- ❑ Drop-off locations are designated to receive deliveries away from high-traffic areas. Person-to-person contact for delivery of goods has been eliminated whenever possible.

FACILITY CONSIDERATIONS

- ❑ Restrooms that were previously open to the public should remain open to the public.
- ❑ An employee per shift is designated to oversee and enforce additional sanitization and disinfection procedures, as needed.
- ❑ Restrooms are checked regularly and cleaned and disinfected at least once per day or as often as determined is necessary using approved EPA disinfectants.
- ❑ A cleaning and disinfection plan for high-touch surfaces and access areas has been developed and is followed.
 - Common areas and frequently touched objects related to customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected at least once per day during business hours using EPA approved disinfectants.
 - Increase cleaning and disinfection for surfaces that are in high traffic areas or for surfaces that are exposed to unmasked individuals.
- ❑ Facility is appropriately cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly. A log is kept to monitor for completion wherever possible.
- ❑ Audio headsets and other equipment are not shared between employees unless the equipment is properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.
- ❑ Dishwashers are provided with equipment to protect their eyes, nose and mouth from contamination due to splash using a combination of face masks, protective glasses, and/or face shields. Dishwashers are provided impermeable aprons and required to change frequently. Reusable protective equipment such as face shields and glasses are to be properly disinfected between uses.
- ❑ Hand sanitizer and trash cans are available to the public at or near the entrance of the outdoor beverage service area.

CUSTOMER AREAS/SERVICE AREAS

❑ Customers are instructed that they must wear face masks whenever they are not drinking; this includes upon entry to the outdoor seating area, when walking anywhere in the outdoor seating area, and when using the outdoor restrooms. This applies to all adults and to children **two years of age and older**. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.

- Customers may remove face masks while seated at a table and drinking.
- Customers must be seated to consume any beverages. Customers may not walk around or stand while drinking.
- Customers who refuse to wear a face mask may be refused service and asked to leave.

❑ Customer Instructions. Establishments must place a sign or card (no smaller than 3 x 5 inches) at the table with at least the following or substantially similar instructions after sanitizing each table between customer parties:

“Help us keep our business open, protect our staff, and protect fellow customers by following our simple guidelines:

- Keep your mask on until your drinks are served and after finishing it/them.
- Put your mask on whenever a server approaches your table.
- Put your mask on whenever you leave your table.
- Wash or sanitize your hands.

Thank you for helping protect the health of our staff and your fellow customers!”

An example COVID-19 Table Top Safety Card is available for download at: <http://publichealth.lacounty.gov/media/Coronavirus/docs/food/TableTop.pdf>.

Other options, such as signage, digital boards, among others, may be used in the beverage service area to inform and remind customers of these instructions as they are seated and throughout their time at the establishment.

❑ Music or TV volume is adjusted to ensure that wait staff are able to hear customer orders without having to lean into the customer.

❑ Symptom checks are conducted before customers may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills, and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.

- Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for that day.

- Positive Screen (Not Cleared):

- If the person has had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter and must return home immediately to quarantine. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
- If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.

❑ Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.)

or handling trash bags are to wash their hands after completing these tasks.

- Reusable menus are cleaned and disinfected between customers. Alternatives such as stationary menu boards, electronic menus, or mobile device downloadable menus should be considered.
- Customer seating areas are cleaned and sanitized after each use. Seating, tables and other items on table must be single-use or cleaned/sanitized between customers. Each table has either a top cloth replaced between guests or a hard-non-porous surface which is sanitized between guests.
- Takeout containers are filled by customers and available only upon request.
- Cashless transactions are encouraged. If reasonable for the facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.
- Dirty linens used at customer tables such as tablecloths and napkins should be removed after each customer use. Employees should wear gloves when handling dirty linens.
- Optional - Describe other measures (e.g., providing senior-only hours, incentivizing non-peak sales):

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol or the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all public entrances to the facility. For more information, or to complete the COVID-19 safety compliance self-certification program, visit <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage is posted at all entrances that reminds customers to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into a restaurant, to wear a face mask when not eating or drinking, and to stay home if they are ill or have symptoms consistent with COVID-19. See the [County DPH COVID-19 Guidance webpage](#) for additional resources and examples of signage that can be used by businesses.
- Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face masks, policies in regard to preordering, reservations, prepayment, pickup and/or delivery and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

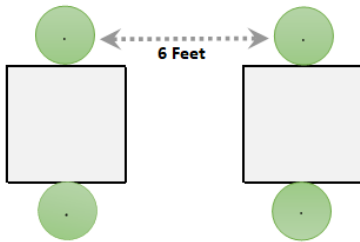
Phone number: _____

Date Last Revised: _____

Seating Diagrams

These six (6) diagrams are intended to be used as examples for indoor and outdoor seating. Barriers may not be used to decrease space between tables to increase seating capacity. Separating tables by 8 feet edge to edge will ensure physical distancing of at least 6 feet between customers from different households.

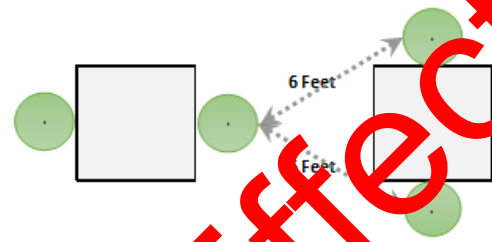
DIAGRAM 1



Side by side

6 feet between chairs
 Edge of chair to edge of chair

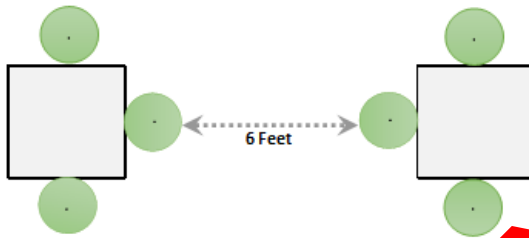
DIAGRAM 2



Perpendicular Seating

6 feet between customers at adjacent table seats
 Edge of chair to edge of chair

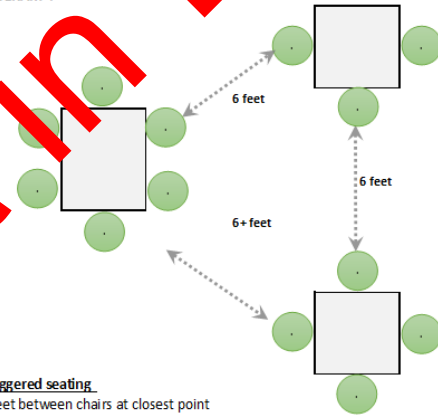
DIAGRAM 3



Side by side

6 feet between chairs backs placed back to back

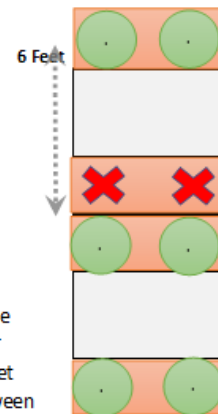
DIAGRAM 4



Staggered seating

6 feet between chairs at closest point
 Applies to any shape of table

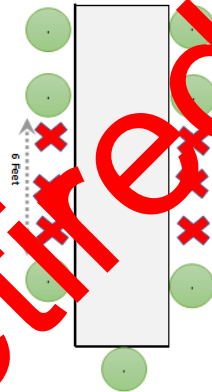
DIAGRAM 6



Booths

Fixed booths can be seated to allow for a minimum of 6 feet of separation between customers

DIAGRAM 5



Communal Style table, no barriers

6 feet to closest member of another party
 Edge of chair to edge of chair

Retired - Not in Effect