



Central Michigan District Health Department
Promoting Healthy Families, Healthy Communities

COVID-19 Restaurant Reopening Toolkit for Our Communities

Restaurants and Bars Reopening are REQUIRED to:

- **Create a plan and designate a COVID-19 Supervisor**
Make a **COVID-19 Preparedness and Response Plan** which should be made available for review on location. Designate a supervisor to remain on-site at all times while the restaurant is open. A plan template that must be customized is available from the Michigan Chamber of Commerce at: [Medium Risk Plan](#)
- **Screen employees DAILY for COVID-19 symptoms**
A sample **Employee Screening Checklist** is included below for your convenience.
- **Provide visual guidance of 6-ft physical distance.**
Include **visual distance markings and/or barriers** in your facility for employees, guests, and vendors.
- **Limit capacity to comply with 6-ft social distancing**
Capacity should be limited to **50% of normal occupancy** to maintain appropriate social distancing requirements (but it may be less depending on your space).
- **Make handwashing and hand-sanitizing available and accessible**
Also, do not use hand dryers.
- **Develop protocols for frequently disinfecting and cleaning surfaces**
Follow **product recommendations for the EPA.**
- **Provide and require masks for employees**
Instructions for making homemade masks are listed below.
- **Provide training for employees regarding COVID-19**

For questions, visit www.cmdhd.org/novel-coronavirus or contact Central Michigan District Health Department at www.cmdhd.org/hours-and-contacts

Prevention Practices Checklist

- Limit capacity to 50% of normal seating. Require six feet of separation between parties or groups at different tables or bar tops. Use outdoor dining and take out where applicable.
- Require patrons to wear a face covering except when seated at their table or bar top (unless the patron is unable medically to tolerate a face covering).
- Sell alcoholic beverages only via table or bar tops, except to enter or exit the premises, to order food, or to use the restroom.
- Prohibit access to common areas in which people can congregate, dance, or otherwise mingle.
- Create communications material for customers to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infections. Some sample materials are later in this document.
- Close waiting areas and ask customers to wait in cars for a call when their table is ready. Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- Post signs at entrance informing customers not to enter if they are or have recently been sick.
- Post signs instructing customers to wear face coverings until they get to their table. Require hosts and servers to wear face coverings in the dining area.
- Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the FDA.
- Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer.
- Train employees on: use of personal protective equipment in conjunction with food safety guidelines, food safety health protocols, and how to manage symptomatic customers upon entry or in the restaurant.
- Notify employees if the employer learns that an individual with a confirmed case of COVID-19 has been there.
- Close restaurant immediately if an employee shows multiple symptoms of COVID-19 and perform a deep clean, consistent with guidance from the FDA and CDC. Such cleaning may occur overnight.
- Install physical barriers at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, breaks rooms, and offices, to maintain at least a six-foot distance between employees.

For questions, visit www.cmdhd.org/novel-coronavirus or contact Central Michigan District Health Department at www.cmdhd.org/hours-and-contacts



Central Michigan District Health Department
Promoting Healthy Families, Healthy Communities

Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: _____

Employee Name: _____ Date: _____ Time In: _____ Current temperature: _____

In the past two weeks, have you had:

One of the following symptoms: _____ yes _____ no

- Fever or felt feverish
- Cough
- Shortness of breath

OR Two of the following symptoms: _____ yes _____ no

- Muscle aches without another explanation
- Chills
- Sore throat
- Headache
- Vomiting or Diarrhea
- Loss of taste or smell

If you answered “yes” to either of the above or your temperature is 100.4 °F or higher, please do not go into work. Self-isolate (stay) at home and contact your health care provider for direction.

You should self-isolate (stay) at home as directed by your health care provider or health department. This is typically for 10 days after your symptoms started and after you have gone 24 hours without a fever and symptoms have improved.

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19? _____ Yes _____ No

Have you been directed or told by the Health Department or your healthcare provider to self-isolate or self-quarantine? _____ Yes _____ No

Have you traveled internationally or taken a cruise in the last 14 days? _____ Yes _____ No

If you answered “yes” to the three questions listed above, please do not go into work. Self-quarantine at home for 14 days or as directed by the health department.

I think I have been exposed to COVID-19, what should I do?

Close Contacts

I live with or am caring for someone with COVID-19

Someone that has COVID-19 coughed or sneezed on me

I think my coworker has COVID-19

I think someone I know has COVID-19

You should self quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

Have you developed symptoms of respiratory illness such as fever, cough, or shortness of breath?

YES

NO

Are you having severe symptoms like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?

YES

NO

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms.

Continue to monitor yourself for symptoms.

HOW DO I MONITOR MYSELF?

Pay attention for COVID-19 symptoms:

- Fever
- Cough
- Shortness of Breath

If you are concerned about your health, contact your health care provider.

If your doctor decides you should be tested for COVID-19, your health care provider can order testing for you.

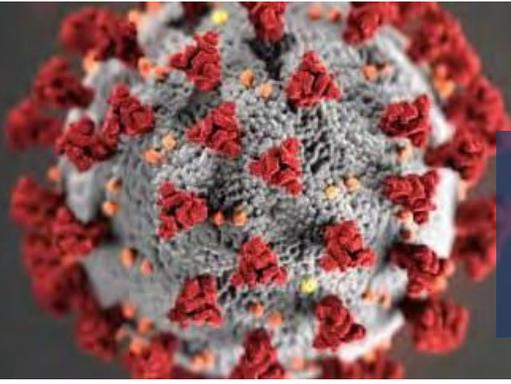
Health care provider takes a sample

Sample is sent to a laboratory for testing

Laboratory sends result to health care provider

Health care provider informs patient of result. The state health department will not provide results.

* Quarantine process for general public, does not specifically apply to health care workers.



CLEANING & DISINFECTION

For Facilities After Suspected or Confirmed COVID-19 Exposure

Michigan.gov/Coronavirus

Timing and location of cleaning and disinfection of surfaces.

At a school, daycare center, office, or other facility that **does not house people overnight**:

It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

How to clean and disinfect.

Surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

- Five tablespoons (1/3 cup) bleach per gallon of water, or
- Four teaspoons bleach per quart of water.

[Products with EPA-approved emerging viral pathogens claims](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Soft Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products with the EPA- approved emerging viral pathogens claims [that are suitable for porous surfaces](#).

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal protective equipment (PPE) and hand hygiene considerations.

Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

Cleaning staff and others should clean hands often.

Clean hands often including immediately after removing gloves and after contact with an ill person, by washing hands with soap and warm water for 20 seconds. If soap and warm water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and warm water.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g., a child)

Clean • Sanitize • Disinfect

Know the Difference, Keep it Safe



SANITIZE

Sanitizing is a process that removes most germs from food contact surfaces. Food contact surfaces must first be washed, then rinsed, sanitized and air-dried before being used. Sanitizing products have an EPA registration number on the label and by law must be used according to label instructions.



CLEAN

Cleaning is the process of removing soil, residue and germs from a surface. Detergents are usually the best choice. Always clean before sanitizing or disinfecting.



DISINFECT

Disinfectants are used on non-food contact surfaces such as doorknobs, elevator buttons, push plates, light switches and floors. Disinfectants are generally not used on food contact surfaces. Disinfectants are sometimes also cleaning agents. They have an EPA registration number on the label and must be used according to label instructions.

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

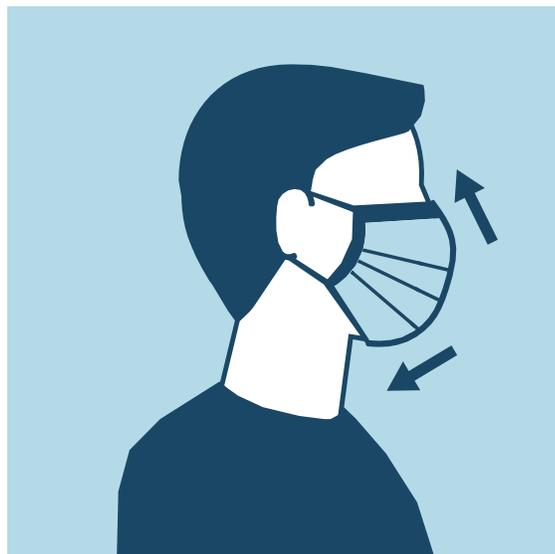
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

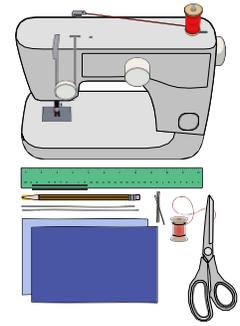
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



Sewn Cloth Face Covering

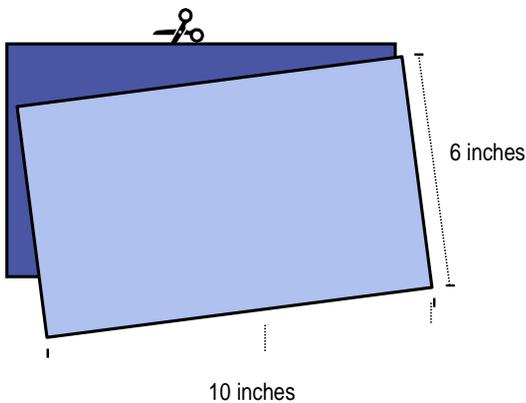
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hairties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

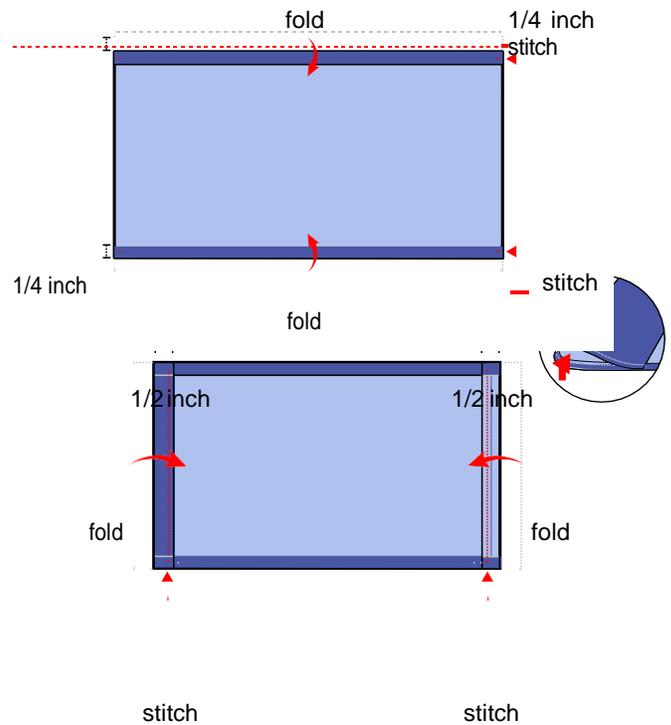


Tutorial

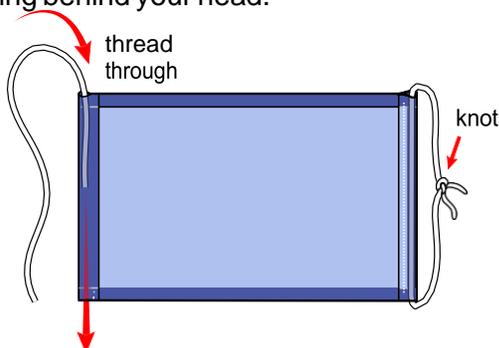
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



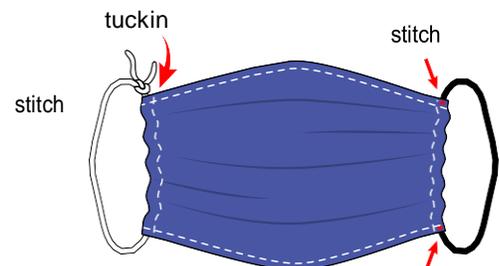
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

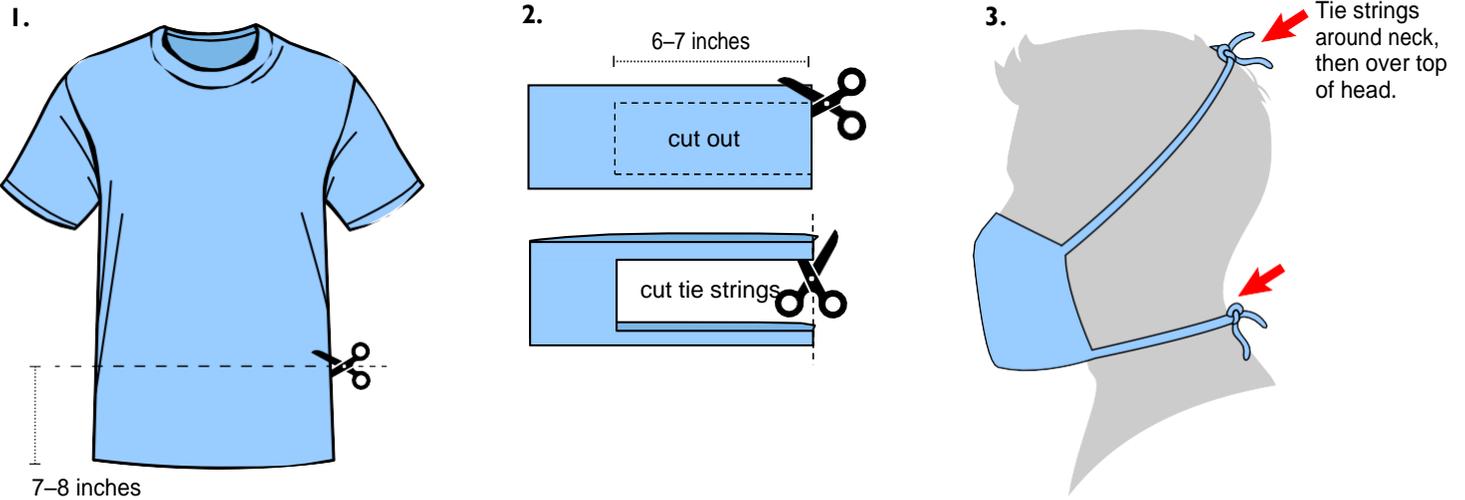


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

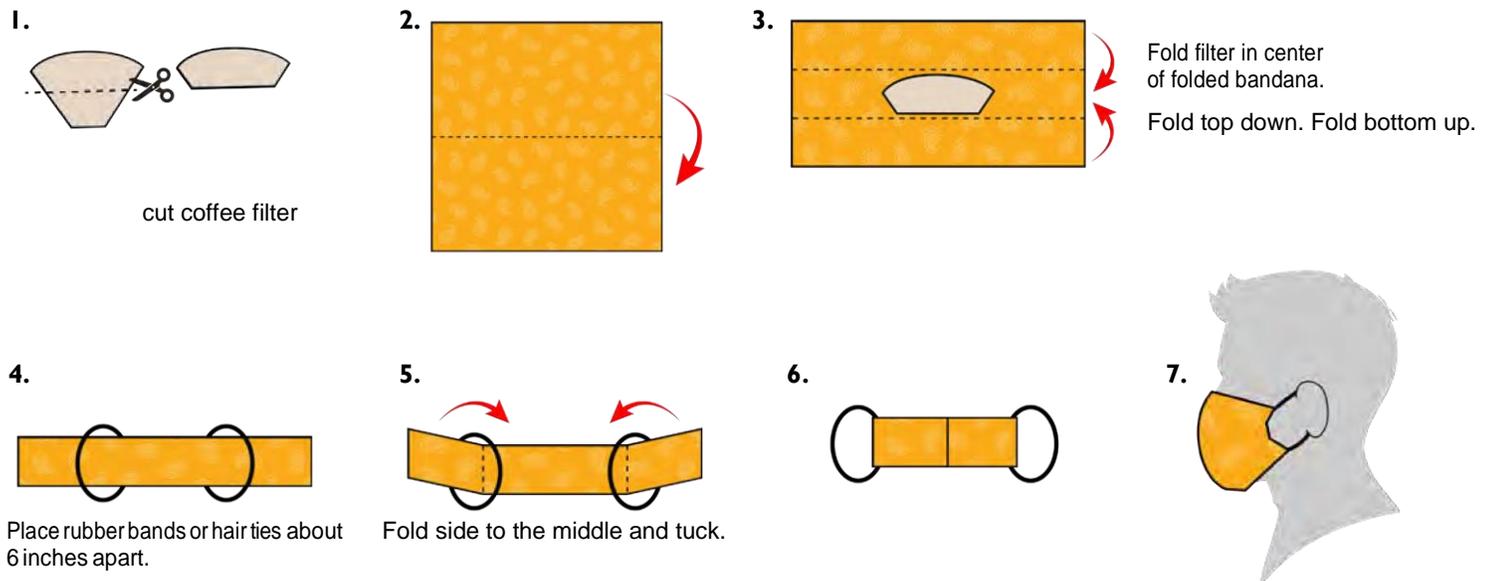


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



COVID-19 Workplace Safety Resources

The Michigan Occupational Safety and Health Administration (MIOSHA) has a one-stop-shop resource to help you navigate workplace safety guidance as businesses remain open amidst the COVID-19 pandemic. Visit Michigan.gov/COVIDWorkplaceSafety for the latest MIOSHA COVID-19 Workplace Safety guidelines, fact sheets, videos, posters, and more.

Resources that were recently added to the website include:

- **Fact Sheets**
 - [Restaurants and Bars](#)
 - [Retail shops](#)
 - [Gyms and fitness centers](#)
 - [Personal Care services](#)
- **Posters**
 - [No Shirt, no shoes, no mask, no service](#)
 - [Do not enter, if you are sick](#)
 - [Additional posters for retail fitness centers, restaurants and bars](#)
- **Videos**
 - [Construction](#)
 - [Manufacturing](#)
 - [Retail](#)
 - [Restaurants and Bars](#)
 - [Gyms and fitness centers guidance \(regions 6 & 8\)](#)



Additionally, social media graphics highlighting COVID-19 safety snapshots for different industries have been added to the website and can be used to share with your networks. Below are social media posts that we encourage you to share on your social media channels.

- [Share on Facebook](#)
- [Tweet it out](#)
- [Post on LinkedIn](#)

MIOSHA is looking to highlight COVID-19 workplace safety best practices that your organization is doing to help keep workplaces safe as sectors of the state's economy reopen. [Submit stories, tips, photos or videos](#) about your business' best practices for consideration.



In an effort to help reopen businesses safely and protect workers, the [MI Symptoms Web Application](#) is a cost-free way for employers to comply with [Executive Order 2020-114](#) and implement a COVID-19 symptoms screening questionnaire for employees. Employers who want to register their business for MI Symptoms need to [complete this form](#). Employers and employees with questions regarding workplace safety and health may contact MIOSHA using the new hotline at **855-SAFEC19 (855-723-3219)**.

[Report workplace safety and health concerns](#)

**CUSTOMERS &
EMPLOYEES MUST
PRACTICE
6 – FEET
SOCIAL
DISTANCE
WHILE INSIDE THIS
FACILITY**



Central Michigan District Health Department
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**DO NOT ENTER
IF YOU ARE SICK**

**Thank you for helping us
reopen responsibly.**



Central Michigan District Health Department
Promoting Healthy Families, Healthy Communities

Masks must be
worn in this
building unless
you are seated
at your table.

Thank you for helping
us reopen
responsibly!



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Executive Order 2020-145 Reopening Guidelines for Food Establishments

All businesses or operations that are permitted to require their employees to leave the homes or residences for work under [Executive Order 2020-145](#), and any order that follows it, must, at a minimum:

- a. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here <https://www.osha.gov/Publications/OSHA3990.pdf>. Within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
- b. Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- c. Provide COVID-19 training to employees that covers, at a minimum:
 1. Workplace infection-control practices.
 2. The proper use of personal protective equipment.
 3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 4. How to report unsafe working conditions.

Additional information and guides for employers and employees can be found on the Michigan Restaurant and Lodging Association website: <https://www.mrla.org/open.html>

- d. Provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
- e. Place posters in the languages common in the employee population that encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices.
- f. Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. A sample form can be found here: https://michiganfoodsafety.com/images/MFSDocs/COVID19/coronascreeningmrla_final_1.pdf
- g. Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- h. Provide non-medical grade face coverings to your employees.
- i. Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- j. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- k. Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- l. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- m. Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

- n. When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 - 1. The local public health department, and
 - 2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
 - a. An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation by the local public health department.
- o. Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- p. Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- q. Restrict business-related travel for employees to essential travel only.
- r. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- s. Promote remote work to the fullest extent possible.
- t. Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

Additional requirements for restaurants and bars:

- a. Limit capacity to 50% of normal seating.
- b. Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use, use interior decorations to create space).
- c. Require patrons to wear a face covering except when seated at their table or bar top (unless the patron is unable medically to tolerate a face covering).
- d. Require patrons to remain seated at their tables or bar tops, except to enter or exit the premises, to order food, or to use the restroom.
- e. Sell alcoholic beverages only via table service, not via orders at the bar except to patrons seated at the bar.
- f. Prohibit access to common areas in which people can congregate, dance, or otherwise mingle.
- g. Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
- h. Close waiting areas and ask customers to wait in cars for a call when their table is ready.
- i. Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
- j. Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- k. Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
- l. Post sign(s) instructing customers to wear face coverings until they get to their table.
- m. Require hosts and servers to wear face coverings in the dining area.
- n. Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration ("FDA").
- o. Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).

Train employees on:

- 1. Appropriate use of personal protective equipment in conjunction with food safety guidelines.
- 2. Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
- 3. How to manage symptomatic customers upon entry or in the restaurant.

- m. Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.
- n. Close restaurant immediately if an employee shows multiple symptoms of COVID-19, defined as either the new onset of cough or new onset of chest tightness or two of the following: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, or olfactory/taste disorder(s), and perform a deep clean, consistent with guidance from FDA and the Centers for Disease Control and Prevention. Such cleaning may occur overnight.
- o. Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- p. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

For complete text of Executive Orders and other coronavirus information visit: <https://www.michigan.gov/coronavirus>

The Central Michigan District Health Department (CMDHD) Business Toolkit can be found at: <https://www.cmdhd.org/novel-coronavirus>

Contact your CMDHD environmental health office if you have any questions.