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Protocols for Food and Beverage Establishments Offering Outdoor Dining

<input type="checkbox"/>	Obtain all required municipal approvals and permits before offering food and/or beverage consumption at outdoor areas
<input type="checkbox"/>	Post signage at the entrance that states that no one with a fever or symptoms of COVID-19 should enter the food or beverage establishment
<input type="checkbox"/>	Limit seating to a maximum of eight (8) customers per table and arrange seating to achieve a minimum distance of six feet (6 ft) between parties
<input type="checkbox"/>	Rope off or otherwise mark tables, chairs and bar stools that are not to be used
<input type="checkbox"/>	Demarcate 6 feet of spacing in patron waiting areas
<input type="checkbox"/>	Provide physical guides, such as tape on floors, sidewalks, and signage on walls to ensure that customers remain at least 6 ft apart in line for the restroom or waiting for seating
<input type="checkbox"/>	Eliminate self-service food or drink options such as buffets, salad bars, and self-service drink stations
<input type="checkbox"/>	Disinfect all tables, chairs and any other shared items (menus, condiments, pens) after each use; <i>consider using single-use disposable condiments/menus</i>
<input type="checkbox"/>	Install physical barriers and partitions at cash registers, bars, host stands and other area where maintaining physical distance of 6 ft is difficult
<input type="checkbox"/>	Ensure 6 ft of physical distancing between workers and customers, except at the moment of payment and/or when employees are servicing the table
<input type="checkbox"/>	Require infection control practices, such as regular handwashing, coughing and sneezing etiquette, and proper tissue usage and disposal
<input type="checkbox"/>	Require frequent sanitization of high-touch areas like credit card machines, keypads, and counters to which the public and workers have access; <i>consider setting a schedule for staff to perform sanitization regularly</i>
<input type="checkbox"/>	Place conspicuous signage at entrance alerting staff and customers to the required 6 ft of physical distance
<input type="checkbox"/>	Require all food or beverage establishments to have an inclement weather policy that, if triggered, would require the food or beverage establishment to adhere to Executive Order No. 125 (2020) and offer takeout or delivery service only

Employee Requirements

<input type="checkbox"/>	Require employees to wash and/or sanitize their hands when entering the food or beverage establishment
<input type="checkbox"/>	Conduct daily health checks (e.g. temperature screening and/or symptom checking) of employees safely and respectfully, and in accordance with any applicable privacy laws and regulations any applicable privacy laws and regulations
<input type="checkbox"/>	Require employees with symptoms of COVID-19 (fever, cough, or shortness of breath) be sent home
<input type="checkbox"/>	Require all employees to wear face coverings, except where doing so would inhibit the individual's health, and require employees to wear gloves when in contact with customers and when handing prepared foods or serving food, utensils, and other items to customers
<input type="checkbox"/>	Provide all employees with face coverings and gloves
<input type="checkbox"/>	Provide employees break time for repeated handwashing throughout the workday
<input type="checkbox"/>	Provide sanitization materials, such as hand sanitizer and sanitizing wipes to staff

With Respect to Customers

<input type="checkbox"/>	Inform customers that safety measures such as social distancing, wearing face coverings when they are away from their table and unable to social distance or when they are inside the indoor portion of the premises of the food or beverage establishment (unless the customer has a medical reason for not doing so or is a child under two years of age), and hygiene practices must be adhered to while in the food or beverage establishment
<input type="checkbox"/>	Encourage reservations for greater control of customer traffic/volume
<input type="checkbox"/>	Require customers to provide a name and phone number if making a reservation to facilitate contact tracing Keep these records on site for two (2) weeks after reservation
<input type="checkbox"/>	Recommend customers wait in their cars or away from the food or beverage establishment while waiting for a table if outdoor wait area cannot accommodate social distancing
<input type="checkbox"/>	Alert customers via calls/texts to limit touching and use of shared objects such as pagers/buzzers
<input type="checkbox"/>	Encourage the use of digital menus, <i>consider web-based menu via cell phone</i>
<input type="checkbox"/>	Decline entry to the indoor portion of the establishment to a customer who is not wearing a face covering, unless the customer has a medical reason for not doing so or is a child under two years of age
<input type="checkbox"/>	Provide a hand sanitizer stations for customers

ATTESTATION

**PLEASE SIGN AND RETURN TO HEALTH
DEPARTMENT BY FAX AT 908-789-4076 OR
BY EMAIL HEALTH@WESTFIELDNJ.GOV**

By signing below, I attest that I have been able to comply with all items on the attached checklist.

Restaurant Name: _____

Town: _____

Person in Charge Name: _____

Person in Charge Signature: _____

Date: _____