

PUBLIC HEALTH REOPENING PROTOCOL RESTAURANTS, BARS AND BREWERIES

Effective Date: Wednesday, May 5, 2021, 12:01 AM

Recent Updates (Changes highlighted in yellow):

5/7/2021

- Outdoor seating is limited to parties of 8 individuals. The individuals must be from no more than 3 households, unless all persons are verified to be fully vaccinated.
- Indoor seating is limited to parties of 6 individuals. The individuals must be from the same household, unless all persons are verified to be fully vaccinated.
- For employees who are fully vaccinated and choose not to wear a face shield in addition to their face mask, employers must confirm and document the employees' full vaccination status.

5/4/2021

- Effective May 5, 2021, the Health Officer order for the City of Pasadena allows for sector reopenings consistent with **Tier 4, Minimal (Yellow)** of the State of CA Public Health Order Blueprint for a Safer Economy.
- Restaurants can operate indoor areas at 50% maximum capacity.
- Breweries can operate indoor areas at 50% maximum capacity, or 200 individuals, whichever is fewer.
- Bars can operate indoor areas at 25% maximum capacity, or 100 individuals, whichever is fewer.
- Restaurants, breweries, and bars that host private events must notify the Public Health Department no less than 14 days before the event.
- Within 30 days of reopening indoors, the HVAC system must be evaluated by a certified HVAC Specialist to ensure it is clean and in good working order, filters are replaced or upgraded, and to the maximum extent possible, ventilation has been increased. Operators are required to maintain HVAC maintenance invoices on-site, and provide a copy upon request. The HVAC maintenance invoice must be dated in calendar year 2021.
- Communicate to employees regarding new paid sick benefits available in 2021.
- Frequency reduced for cleaning and disinfection of certain surfaces to once daily to align with updated CDC guidance.

At this time, all public health jurisdictions in Los Angeles County, including the City of Pasadena, are in **Tier 4, Minimal (Yellow)** of the State of CA Public Health Order [Blueprint for a Safer Economy](#).

The following restrictions apply:

- **Restaurants** – Restaurants can open indoor dining at 50% maximum capacity. Follow this guidance.
- **Breweries and Bars (with a Caterer of Food Truck Providing a Bona Fide Meal)** – Breweries and bars that contract with a permitted food facility, such as a caterer or food truck, to provide sit-down meals prepared in-house, can now open for indoor dining at 50% maximum capacity. Follow this guidance. Alcohol may only be served on the same transaction as a [bona fide meal](#). Written approval from the Environmental Health Services Division is required for the foodservice plan.

- **Breweries (No Meal)** – Breweries that do not provide a meal with each transaction are now able to reopen indoors at **50% capacity or 200 individuals, whichever is less**. See the brewery guidance at the end of this document.
- **Bars (No Meal)** – Bars that do not provide a meal with each transaction are now able to reopen indoors at **25% capacity or 100 individuals, whichever is less**. See the bar guidance at the end of this document.
- **Live Entertainment** – Live entertainment such as a concert, live performance, or disk jockey is no longer prohibited during normal dining operations. Written approval **may be required** from the City of Pasadena Planning and Community Development Department. Refer to the guidance for live entertainment at the end of this document. **Live entertainment that occurs in conjunction with a private event must follow the [Private Venues and Events Protocol](#).**
- **Billiards, Arcades, Darts or Other Gaming Establishment** – Restaurants with gaming activities may reopen and must follow this protocol for foodservice activities and the [Family Entertainment Centers Protocol](#) for gaming activities. **Customers may not consume food and beverage while participating in gaming activities. Food and beverage may only be consumed while seated in a designated dining area.**
- **Events** – Restaurants, breweries, and bars may host private events such as weddings, baby showers, business meetings, end-of-life celebrations, and retirement parties in compliance with the [Private Venues and Events Protocol](#). The restaurant must close for normal operation during the private event, unless able to ensure the private event attendees do not intermingle with other patrons. **If the event occurs during normal operation, restaurants are required to provide a separate entrance and exit into the event area, and are strongly recommended to provide a separate restroom for the private event guests. At least 14 days before hosting the event, the restaurant and the event organizer must complete the Private Venues and Events Protocol and upload the document into the [Event Portal](#).**

PROTECTING EMPLOYEES AND CUSTOMERS FROM COVID-19

In the midst of the COVID-19 pandemic, establishments must take steps to reduce the risk of an outbreak occurring among employees. Depending on the situation, public notification of an exposure to COVID-19 may be required. Help ensure employees are enrolled in health insurance and have an established relationship with a primary care doctor prior to reopening. Employees can call 211 for information on health insurance and primary care physicians.

- **Establishments are required to make an immediate report to the Pasadena Public Health Department any time an employee with COVID-19 (confirmed by a lab test or physician diagnosis) was at the establishment while sick or up to 48 hours before showing symptoms or receiving a positive test (if asymptomatic).** Operators must email nursing@cityofpasadena.net or call (626) 744-6089 and provide all information requested by the Health Department. The employer is expected to provide or ensure testing for all employees who have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the facility. Testing resources can be found through the employee's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.
- **Educate employees to contact their supervisor if they are feeling sick.** The supervisor should send the ill employee home immediately, taking care to maintain that person's privacy and

observing physical distancing. If the person cannot leave the premises right away, utilize a safe, designated space for isolation (6 feet or more away from others). If the illness is work-related, the employer should facilitate appropriate care for the employee, the worker's compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.

- **Work with the Pasadena Public Health Department to investigate any COVID-19 illness.** Prepare employee records, facility floor plans, and shift/attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all employees and visitors (if possible) who were in contact within 6 feet of the infectious employee for a cumulative 15 minutes or more in a 24-hour period, and other individuals as specified by the Health Department. Implement measures recommended by the Health Department.

Key Practices



Steps to Reopen

- ✓ Complete and implement the Public Health Reopening Protocol Checklist.
- ✓ Provide a copy of the Public Health Reopening Protocol to each employee and conduct education.
- ✓ Post a copy of Public Health Reopening Protocol in a conspicuous location that is visible to employees and customers and post to your website.

Helpful Contact Information

- If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.
- Additional resources, including a printable COVID-19 Business Toolkit Signage, is available at <https://www.cityofpasadena.net/covid-19/#info-for-businesses>.

PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

RESTAURANTS, BARS AND BREWERIES

REDUCING RISK OF COVID-19 TRANSMISSION

Establishments must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the facility. All policies described in this checklist, other than those related to terms of employment, are applicable to delivery staff and other third party companies on the premises.

Designate one individual to be in charge of planning and implementation of all items. Submission of Protocol to a City Department is not required unless explicitly requested.

PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOL	
Establishment Name:	
Person in Charge:	
Title:	
Phone Number:	Date:
Restaurant Indoor Occupancy: <i>(per Building or Fire Code)</i>	Restaurant Indoor Occupancy at 50%:
Brewery Indoor Occupancy: <i>(per Building or Fire Code)</i>	Brewery Indoor Occupancy at 50%: <i>(not to exceed 200 individuals)</i>
Bar Indoor Occupancy: <i>(per Building or Fire Code)</i>	Bar Indoor Occupancy at 25%: <i>(not to exceed 100 individuals)</i>

ADDITIONAL PROTOCOLS IN ORDER TO REOPEN (if applicable)

Additional protocols relevant to operations must also be followed:

<https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>

- Private Venues and Events – Public Health Reopening Protocol
- Family Entertainment Centers – Public Health Reopening Protocol
- Office Workspace – Public Health Reopening Protocol
- Retail – Public Health Reopening Protocol

MEASURES THAT ENSURE EQUITABLE ACCESS TO SERVICES

- Where possible, accommodations have been made for vulnerable populations to be able to access services (e.g., senior-only hours).
- 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.

EXTERNAL COMMUNICATION

- Post signage in a conspicuous location, or provide a single-use 3x5 card on each table after disinfecting between customers that states:
 - “Help us keep our business open, protect our staff, and protect fellow diners by following our simple guidelines:*
 - *Keep your mask on until your food or drinks are served and after finishing 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!”*
- Post signage reminding customers to maintain a distance of at least 6 feet at all times. If helpful, post diagrams or maps of how people should flow through the site.
- Post signage instructing customers to wear a face mask at all times, and to remain at home if experiencing any symptoms including fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Communicate the establishment’s new protocols by posting information on your website and social media pages regarding new protocols, including physical distancing measures, use of smaller, consistent groups of visitors, and the use of face masks.
- Post a copy of this Protocol in a conspicuous location that is easily visible to employees, customers, and the public.
- Provide copies of the Protocol to all employees.

INTERNAL COMMUNICATION, TRAINING AND RECORDS

- Provide training to employees on all sections of the Protocol including:
 - Information on [COVID-19](#).
 - How to identify [symptoms](#) of COVID-19 and how to self-screen and conduct symptom checks.
 - The importance of not coming to work if they are experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
 - Proper use and care of face masks ([CDC guidance on masks](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Proper safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the employee may be entitled to receive that would provide financial support to stay at home while ill.

Provide additional information on [government programs](#) supporting sick leave and workers' compensation for COVID-19, including employee's sick leave rights under the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).

- Maintain records of each employee's schedule and work area or assignment.
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

GENERAL OPERATIONS

Operating Restrictions

- Indoor dining areas may reopen at no more than 50% capacity. Occupancy is based on applicable Building or Fire Code occupancy limits.
- Outdoor dining parties are limited to 8 individuals. The individuals must be from no more than 3 households, unless all persons are verified to be fully vaccinated.
 - Restaurants that wish to seat parties of 4 or more households outdoors must train and assign an employee to review customer vaccination documents, either prior to arrival, or at the point of entry.
- Indoor dining parties are limited to 6 individuals. The individuals must be from the same household, unless all persons are verified to be fully vaccinated.
 - Restaurants that wish to seat multi-household parties indoors must train and assign an employee to review customer vaccination documents, either prior to arrival, or at the point of entry.
- Restaurants, breweries, and bars may host private events such as weddings, baby showers, business meetings, end-of-life celebrations, and retirement parties in compliance with the [Private Venues and Events Protocol](#). The facility must close for normal operation during the private event, unless able to ensure the private event attendees do not intermingle with other patrons. If the event occurs during normal operation, facilities are required to provide a separate entrance and exit into the event area, and are strongly recommended to provide a separate restroom for the private event guests. At least 14 days before hosting the event, the facility and the event organizer must complete the Private Venues and Events Protocol and upload the document into the [Event Portal](#).
- Do not seat the bar counter. Bar counters must remain closed.
- Do not serve standing customers. Customers must remain seated while eating or drinking.
- Require employees not to use handshakes and similar greetings that break physical distance.
- Close self-service stations such as buffets, salad bars, soda machines, salsa bars and soft-serve yogurt machines. Remove all self-serve straws, utensils, condiments, cups, lids, water pitchers, and napkins.
- Prop doors and gates open where possible and applicable to reduce touching of handles, consistent with the California Retail Food Code, fire codes and accessibility standards.
- Encourage on-line ordering of meals. Make purchased meals available for curbside pickup or delivery. Designate a clearly marked curbside or outside pickup area that maintains physical distance.
- Provide no-contact methods of payment.
 - For counter transactions, utilize a customer-facing credit card terminal, or instruct customers to place cash or card on the counter rather than directly onto the employee's hand. Provide the credit card receipt or change using the same process. Ask customers if they would like to use their own pen to sign. Disinfect the counter, credit card

- terminal, check presenter, and shared pen after each use.
 - Employees must avoid touching their face when handling credit cards and cash.
 - Offer any transactions or services that can be handled remotely on-line.
- Install hands-free devices wherever possible such as trashcans, soap and paper towel dispensers, door openers, and light switches.

Reservations, Seating, and Take-Out

- Limit parties to 8 or fewer individuals outdoors, and 6 or fewer individuals indoors.
- Provide signage at the facility entrance that notifies customers indoor dining is restricted to parties of individuals from the same household only, unless all individuals in the customer group provide documentation of full vaccination.
- Encourage customer reservations and stagger seating times.
- Establish an outdoor reception area where customers can check in while still following physical distancing guidelines. Equip the host stand with Plexiglas or other impermeable barriers to minimize the interaction. Implement virtual, touchless check-in tools, if possible.
- Instruct guests to wait in a location away from others. Seat the party once everyone has arrived.
- Contact customers by mobile phone when their table is ready. Do not use buzzers.
- Provide menus that are single-use, accessible on the customer's personal electronic device, or viewable on a poster board or chalkboard if possible. Reusable menus in cleanable, plastic sleeves may be used but must be disinfected after each use.
- Provide single portions of mints, candies, snacks, and toothpicks only upon request.
- Provide a staging area for take-out and provide no-contact pickup. Offer prepayment options and stage food in sealed packaging labeled with the customer's name.

Dining Area

- Customers may remove their face masks once food or drinks are served, and should wear their face masks at all other times when not eating or drinking.
- Employees such as servers, bussers, food runners, bartenders, managers, and hosts must wear a face shield when working in the dining area. Restaurant employees who are fully vaccinated may elect to not wear a face shield, provided they show acceptable proof of full vaccination to their employer. Face mask requirements for fully vaccinated employees remain in effect.
- Do not preset tables. Remove all condiments, caddies, and table tents. Provide table settings such as silverware, bread plates, and glassware as needed once the customer is seated.
- Discontinue the use of tablecloths, or provide a new tablecloth for each customer.
- Discontinue the use of items such as breadbaskets that cannot be washed and sanitized using a 3-step process between each customer.
- Provide shared condiments (ketchup, salt, pepper) only upon request and sanitize after each use, or provide all condiments in single-serving portions.
- Instruct employees not to touch glassware with their hands or with the pitcher, carafe, or pot when providing refills (soda, coffee, tea, etc.), or instruct employees to provide a new glass in lieu of refilling.
- Provide take-out containers upon request and ask customers to pack their own leftovers.
- Limit interactions between employees and customers to 5 minutes or less.
- Carefully remove dirty linens from the dining table and instruct employees to avoid shaking used linens.

- Assign a staff person to replenish sanitizer buckets every 1-2 hours as needed.

Back-of-House

- Provide regular training for dishwashing employees on the 3-step ware washing process (WASH-RINSE-SANITIZE), and instruct dishwasher to verify sanitizer concentration at the ware washing machine and 3-compartment sink every 1-2 hours.
- Assign employees their own tools, equipment, and defined workspace with 6 feet of physical distance when possible.

PROTECTION OF EMPLOYEE HEALTH

Access to the Vaccine

Individuals ages 16 years and older are currently eligible to obtain a vaccine effective against COVID-19. Provide information and registration assistance to staff. Individuals may sign up at myturn.ca.gov, call the CA COVID-19 Hotline 1-833-422-4255, access the Pasadena [On-call Form](#), or may call the Pasadena Citizen Service Center at 626-744-7311 for assistance. Links to vaccine appointments at pharmacies and other federal, state, and county sites are available at the [PPHD website](#).

Health Screening

- Conduct daily symptom checks (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea) before or upon arrival. The screening prior to arrival must include asking if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days, and whether the individual is currently under isolation or quarantine orders. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Send employees home immediately if they arrive sick or become sick during the day. Encourage sick employees to contact their medical provider. Employees who need information on health insurance or providers can call 211.
- Notify employees that they are not to come to work if sick or if they are exposed to a person who has COVID-19. Employers must comply with Cal-OSHA requirements for quarantine and isolation, if stricter than the Pasadena Public Health Department (PPHD). For the purposes of PPHD, employees who are [fully vaccinated](#) for COVID-19 do not need to quarantine after exposure to someone with COVID-19 if asymptomatic, and may come to work if asymptomatic. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19. It also requires individuals to self-quarantine for 10 days from last contact with someone with COVID-19, unless fully vaccinated. Anyone who is a close contact with someone with COVID-19 must check for symptoms for 14 days regardless of vaccination status. The employee must isolate from others immediately if symptoms develop within 14 days of exposure. Quarantine must be maintained for 10 days, even if test results are negative (no virus detected).
- Require a sick employee to stay home for at least 10 days, or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- Review and modify workplace leave policies to ensure employees are not penalized when they stay home due to illness.

- Institute a plan in the event that one or more employees is diagnosed (by a physician or lab test) with COVID-19. The plan should include immediate isolation of the employee at home and self-quarantine of everyone that came into contact (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a mask was worn) with the ill employee, except fully vaccinated individuals who are asymptomatic. The plan should also include options for all employees identified as contacts to be tested for COVID-19 with an FDA-approved PCR test (not a blood test) if they are not fully vaccinated. However, contacts must still maintain quarantine for 10 days, even with a negative test, if they are not fully vaccinated.

Scheduling Employees

- Limit the number of employees who are on-site to the minimum number necessary, and institute alternate or staggered shift schedules to maximize physical distancing.
- Allow employees who can carry out their work duties from home to continue to work from home, especially those at higher risk (65 or older or with underlying medical conditions). Reconfigure work processes to the extent possible.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing.
- Provide time for employees to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

Face Masks*

- Provide, at no cost, a 2-or more layer cloth face mask and/or disposable masks for all employees who have contact with the public or other employees, and instruct employees to wear a clean (washed daily), face mask over the nose and mouth at all times during the workday. Employees who have been instructed by their medical provider that they should not wear a face mask should 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 may not be used. Face masks are optional when alone in a room or private office.
- Given the higher risk of COVID-19 spread indoors in a restaurant setting, is strongly recommended restaurant operators provide a fit-tested N95, a KN95, or a [double mask](#), in addition to the face shield, for employees working in the indoor dining area. Double masking, as described by the CDC, can increase protection if it improves the seal and filtration, so one option is wearing a multi-layer disposable mask with a multi-layer, well-fitting cloth mask that pulls the edges of a disposable mask against the face.
- Require customers to wear face masks when not seated, before and after dining, and when interacting with restaurant employees.
- Prohibit employees from eating or drinking anywhere inside the workplace other than designated break areas (staying at least 6 feet apart) to ensure face masks are worn consistently and correctly.

- ❑ Provide face shields for employees, and instruct employees who are not fully vaccinated (servers, bussers, food runners, hosts, bartenders, managers, etc.) to wear a clean, disinfected face shield when working in dining area. The face shield is to be worn by the employee in addition to the face mask. Face masks protect others from the wearer’s droplets; face shields help protect the wearer from other’s droplets. Face shields are optional for employees that show proof of full vaccination to their employer; wearing a mask is still required.
 - For employees who are fully vaccinated and choose not to wear a face shield in addition to their face mask, employers must confirm and document the employees’ full vaccination status.
- ❑ Face shields are to be used, cleaned and disinfected per manufacturer’s directions.

** Individuals with chronic respiratory conditions, or other medical conditions that make use of a face mask hazardous are exempted from this requirement. Children under age 2 years should not wear a face mask. Refer to the [CDC guidance on masks](#) for additional information on use and care of the face mask.*

Verifying Full Vaccination

- ❑ Individuals are considered fully vaccinated for COVID-19:
 - 2 weeks or more after they have received the second dose in a 2-dose vaccine series (Pfizer-BioNTech or Moderna), or
 - 2 weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).
- ❑ With a photo ID, the following are acceptable as proof of full vaccination for COVID-19 and must include the name of person vaccinated, type of vaccine provided and date last dose was administered (a photo ID is not required for children/minors):
 - Vaccination card or
 - A printed or digital photo of the person’s vaccination card stored on a phone or electronic device or
 - Documentation of full vaccination from a healthcare provider

Hand Hygiene

- ❑ Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles.
- ❑ In addition to handwashing already required during the food handling process, instruct employees to wash hands upon arrival and at departure, before and after eating, before rolling silverware or shining glassware, and after transactions, washing dishes, and bussing tables.
- ❑ Allow employees time during their shift to wash their hands frequently.
- ❑ Provide hand sanitizer effective against COVID-19 (at least 60% alcohol) in customer areas, and also in employee areas where a hand sink is not available. Hand sanitizer, tissues, and trashcans must be made available to the public at or near the entrance.

Gloves and Protective Equipment

- Provide disposable gloves for employees handling items used by customers such as dirty dishes and linens, for workers using cleaners and disinfectants, for employees who handle commonly touched items, and for employees who provide temperature screenings.
- Provide impermeable aprons and face shields to dishwashers. Change reusable aprons and face shields or disinfect frequently.

Restrooms

- Restrooms normally open to customers must remain open.
- Place trashcan near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.
- Clean and disinfect restrooms at least once per day or as often as determined is necessary using EPA approved disinfectants and following the manufacturer's instructions for use.
- Designate an employee to ensure restrooms stay operational and stocked at all times.

PHYSICAL DISTANCING

Physical distancing must be observed and enforced by the establishment.

- Reconfigure dining tables to ensure physical distancing of at least 6 feet between customers seated at different tables. Tables must be spaced at least 6 feet apart, when measured from the back of the chair at one table to the back of the chair at the adjacent table while diners are seated. This also allows for passing room between tables and accounts for chairs being pushed out and occupied by seated customers. Maximize the distance between indoor tables beyond the required 6 feet wherever possible to minimize the risks from customers eating indoors without face coverings. Plexiglass or other barriers do not substitute for the required distance between tables and 6 feet distance between diners.
- Do not seat customers within 6 feet of a food preparation area, server station, or beverage station.
- Temporary outdoor dining structures must comply with the California Department of Public Health (CDPH) guidance for [Use of Temporary Structures for Outdoor Business Operations](#). Enclosures must be 50% open with no more than 2 non-adjacent, impermeable walls closed. Temporary structures that do not meet the CDPH definition for outdoors are considered indoors and subject to a 50% capacity restriction.
- Reconfigure customer waiting areas, office spaces, workstations, breakrooms, etc., to allow for at least 6 feet of physical distancing between individuals. Implement measures to physically separate individuals by at least 6 feet using physical partitions or visual cues (e.g., floor markings, colored tape, or signs) to indicate where individuals should stand.
- Where 6 feet of physical distance is not possible such as cashier counters and host stands, install protective, plastic barriers.
- Instruct employees to maintain at least 6 feet of distance from customers and from each other, except employees may momentarily come closer when necessary to accept or deliver food.
- Where possible, provide outdoor break areas with shade covering and seating, and encourage employees to take breaks alone and away from the establishment.

- Assign an employee to manage the flow of customers at the entrance and exit during peak times. Designate a separate entrance and exit if possible.
- Enlist employees as peer educators to reinforce physical distancing and infection control.

Deliveries and Vendors

- Review workflows and make changes if needed to permit physical distancing during pickups and deliveries.
- When other parties (truck drivers, delivery agents, vendors) play a role in the workflow, instruct them to wear face masks and to comply with symptom checks and physical distancing.

CLEANING AND DISINFECTION

High Touch Surfaces

- Develop an appropriate plan, in adherence to [CDC Guidance](#) that identifies the surfaces to be cleaned and disinfected, the frequency, and the person assigned to the task.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)](#) list and follow product instructions and Cal/OSHA requirements.
- Disinfect commonly touched surfaces such as doorknobs, railings, light switches, handles, faucets, trashcans, fixtures, dispensers, display cases, fish tanks, vending machines, and decorative fountains daily.
- Disinfect equipment including credit card machines, pens, printers, phones, keyboards, staplers, fax machines, time clocks, counters, and protective barriers daily.
- Increase cleaning and disinfection frequency to more than one time per day for surfaces that are in high traffic areas or for surfaces that are exposed to unmasked individuals such as reusable menus, shared condiment bottles, dining tables, chairs, and check presenters.
- Provide disinfection supplies in multiple locations readily available to employees.

Linens

- Replace soiled linen receptacle bag before it becomes full to avoid overflowing.
- Ensure dirty linens are stored in a sealed bag at the end of each day until they are picked up for laundering.
- Launder items either by a commercial service or a laundering process that includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes.
- Ensure workers avoid shaking unwashed linens.

Delivery Vehicles

- Disinfect delivery vehicles and equipment daily. Delivery vehicles are to carry additional disinfectant supplies.

BUILDING SAFETY

Water Safety

- Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building, it is important to flush both hot and cold water lines through all pipes and points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the [CDC website](#).

Ventilation

- Within 30 days of reopening for indoor dining, the HVAC system must be evaluated by a certified HVAC Specialist to ensure it is clean and in good working order, filters are replaced or upgraded, and to the maximum extent possible, ventilation has been increased. Restaurant operators are required to maintain HVAC maintenance invoices on-site, and provide a copy upon request. The HVAC maintenance invoice must be dated in calendar year 2021. Consider HVAC upgrades to improve air filtration (targeted filter rating of at least MERV 13) and increase fresh air ventilation.
- Where possible, install portable high-efficiency air cleaners, upgrade the building's air filters, and make other modifications to increase the quantity of outside air and ventilation in all working areas.
- Consider opening windows, if feasible, safe, and compliant with the California Retail Food Code, the Fire Code and ADA requirements.
- If fans such as pedestal fans or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly at another.
- Review and follow the California Department of Public Health's [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).

LIVE ENTERTAINMENT

- Live entertainment, including live music and disk jockeys, is no longer prohibited.
 - Approval such as a Conditional Use Permit (CUP) or Temporary Use Permit (TUP) from the Planning and Community Development Department **may be** required prior to operation. Contact the Planning and Community Development Department at zoningquestions@cityofpasadena.net for information.
- All members of a customer group must be present before seating, and hosts must bring the entire group to the table at one time. Discontinue open seating and close standing areas.
- Employees should take orders and deliver food to customers to limit the number of people moving around. Customers must remain seated except to use the restroom. Customers may not eat or drink while standing.
- Customer dancing continues to be prohibited. Close dance floors and discontinue any activity that encourages customers to leave their table.
- Adjust music volume so that employees can maintain distance from customers and still hear orders, and people can avoid speaking loudly or shouting.
- Masked performers must maintain 6 feet of distance from dining tables and customer areas. Public Health recommends performers, including singers, wear a mask at all times. Unmasked

performers, and musicians who play wind instruments, must maintain 12 feet of distance from dining tables and customer areas. Provide a barrier or a visible demarcation to separate the seated customers from the performer.

- For Musical Performers:
 - Performers should use microphones to the maximum extent feasible so they can limit voice projections, which cause more particles, aerosols, and droplets to be released and travel farther.
 - Performers should empty water keys onto disposable or paper towels and turn away from others when emptying to avoid fluid contamination. Musicians should discard their own used towels and wash their hands or use hand sanitizer after disposal. If musicians empty water keys onto non-disposable towels, the towels must be clean when brought to performance, removed by the musician and placed into a sealed container away from others for laundering, and the musician must wash their hands or use hand sanitizer.
 - Clean instruments, including wiping down and blowing through, at home and away from others before and after practice.
 - Do not share instruments. Consider discontinuing assistance from musician assistants, such as page-turners, or others that cannot maintain at least 6 feet of distance.
 - Wind instrument performers should use additional modifications as appropriate, such as devices to capture aerosols or to redirect air emitted from the instrument.
- Live entertainment that occurs in conjunction with a private event must follow the [Private Venues and Events Protocol](#).

BREWERIES (NO BONA FIDE MEAL)

Breweries that do not provide a sit-down, bona fide meal prepared in-house with each transaction may now reopen with the following restrictions:

- Indoor operations are limited to 50% capacity or 200 individuals, whichever is less.
- Customers must remain seated while drinking.
- Outdoor parties are limited to 8 individuals. The individuals must be from no more than 3 households, unless all persons are verified to be fully vaccinated.
 - Breweries that wish to seat parties of 4 or more households outdoors must train and assign an employee to review customer vaccination documents, either prior to arrival, or at the point of entry.
- Indoor parties are limited to 6 individuals. The individuals must be from the same household, unless all persons are verified to be fully vaccinated.
 - Breweries that wish to seat multi-household parties indoors must train and assign an employee to review customer vaccination documents, either prior to arrival, or at the point of entry.
- The brewery must implement ALL PROTOCOLS IN THIS DOCUMENT including physical distancing of tables, disinfection of tables and chairs between customers, required signage, health screening of employees, and provision of hand sanitizer and hand washing facilities.

BARS (NO BONA FIDE MEAL)

Bars that do not provide a sit-down, bona fide meal prepared in-house with each transaction may now reopen with the following restrictions:

- ❑ Indoor operations are now allowed and are limited to 25% capacity or 100 individuals, whichever is less.
- ❑ Customers must be seated when served and remain seated while drinking.
- ❑ Outdoor dining parties are limited to 8 individuals. The individuals must be from no more than 3 households, unless all persons are verified to be fully vaccinated.
 - Bars that wish to seat parties of 4 or more households outdoors must train and assign an employee to review customer vaccination documents, either prior to arrival, or at the point of entry.
- ❑ Indoor dining parties are limited to 6 individuals. The individuals must be from the same household, unless all persons are verified to be fully vaccinated.
 - Bars that wish to seat multi-household parties indoors must train and assign an employee to review customer vaccination documents, either prior to arrival, or at the point of entry.
- ❑ The bar must implement ALL PROTOCOLS IN THIS DOCUMENT including physical distancing of tables, disinfection of tables and chairs between customers, required signage, health screening of employees, and provision of hand sanitizer and hand washing facilities.