



Department of Public Health and Human Services

Public Health and Safety Division ♦ PO Box 202951 ♦ 1400 Broadway ♦
Helena, MT 59602-2951

Phone: (406) 444-4141 ♦ Fax: (406) 444-6943

Steve Bullock, Governor

Sheila Hogan, Director

Guidance for Retail Food Establishments for Reopening After COVID-19 Closure

Introduction

On April 22, 2020, Governor Bullock released a detailed plan on how restaurants, bars, breweries, and distilleries can re-open on May 4, 2020. This guidance is intended to help these establishments meet the directive. As with normal operations, all Retail Food Laws must still be followed. County health departments have the authority to implement more restrictive orders. All questions should first be directed to your local health department. This checklist will help ensure that facilities will be compliant with these orders but may not be exhaustive.

Re-Opening Checklist

- Employee Health Agreement**
- Employee Symptom Check - Log**
- COVID-19 Staff Training- Log**
- Facility Plan for Cleaning, Sanitizing and Disinfecting**
- Facility Plan for Social Distancing and Reducing Shared Contact Surfaces**

Person-in-Charge Signature
(when checklist is completed)

Date Completed

Facility Name and Address:

This Document was published by MT DPHHS - FCS on April 28, 2020 to aid facilities in being compliant with Directives published on April 22, 2020. However, as new information on COVID-19 is discovered and Directives are modified, this Document may be changed to reflect the most current information and Directives. Modified by Cascade County's City-County Health Department (CCHD) on May 5, 2020 to include space for details and additional information/resources.

Additional Resources:

Governor's Directive:

<https://covid19.mt.gov/Portals/223/Documents/04-22-20%20Directive%20and%20Appx%20-%20Reopening%20Phase%20One.pdf?ver=2020-04-22-124954-977>

State of Montana FAQ:

<https://covid19.mt.gov/LinkClick.aspx?fileticket=1dqKyhrSpXw%3d&portalid=223>

State of Montana Reopening Plan:

https://covid19.mt.gov/Portals/223/Documents/MT%20Reopening%20Guidelines_Final%204.28.pdf?ver=2020-04-29-075612-197

CCHD Business Guidelines and FAQ:

http://www.cchdmt.org/wp-content/uploads/2020/04/2020-04-30-Phase-1_CCHD-Business-Guidance_with-FAQ-no-appendices.pdf

Other information:

Montana Retail Food Laws can be found at:

<https://dphhs.mt.gov/publichealth/FCSS/RetailFood>

The website for CCHD can be found at:

<https://www.cchdmt.org/>

CDC Cleaning and Disinfecting Community Facilities:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Governor Bullock's Joint Information Center (JIC):

<https://covid19.mt.gov/joint-information-center>

Governor Bullock's Corona Task Force page:

<https://covid19.mt.gov/>



Department of Public Health and Human Services

Public Health and Safety Division ♦ PO Box 202951 ♦ 1400 Broadway ♦

Helena, MT 59602-2951 Phone: (406) 444-4141 ♦ Fax: (406) 444-6943

Steve Bullock, Governor Sheila Hogan, Director

Employee Health Agreement for COVID-19

Background

COVID-19 (also known as SARS-CoV2) is a highly-contagious viral respiratory illness that easily spreads through contact with others (primarily by aerosolized droplets that are exhaled when coughing or sneezing). Excluding sick employees from the workplace is one of the best defenses against community spread. This document is not a replacement for employee health and hygiene requirements in the Retail Food Law and facilities are still required to restrict and exclude employees with symptoms of illness/foodborne illness. Please consult the Food Code or your local health department for more information on those requirements, if needed.

This document is not a substitute for medical advice. If you have concerns about your health and COVID-19, please consult a medical provider. Indicator symptoms of COVID-19 may change as new information is discovered.

Facility Name: _____

I AGREE TO NOT WORK IF I HAVE, OR RECENTLY HAD:

1. A new dry cough
2. A newly identified shortness of breath or difficulty breathing

OR

Two or more of the following symptoms:

- | | |
|---------------------------------|-------------------------------|
| 1. Fever (above 100.4 °F) | 5. Headache |
| 2. Chills | 6. Sore throat |
| 3. Repeated shaking with chills | 7. New loss of taste or smell |
| 4. Muscle pain | |

I UNDERSTAND THAT OTHER SYMPTOMS MAY BE ASSOCIATED WITH COVID-19 AND SHOULD BE CONSIDERED WHEN DETERMINING WHETHER TO WORK.

I UNDERSTAND THAT A DAILY SYMPTOM CHECK WILL BE REQUIRED BEFORE I BEGIN WORKING EACH SHIFT.

Employee Name

Employee Signature

Date

Person-in-Charge Name

Person-in-Charge Signature

Date

Reproduce as needed

COVID-19 SYMPTOM CHECK FOR EMPLOYEES

BUSINESS NAME:

DATE:

	Employee Name (Please print full name)	New Dry Cough?	New Shortness of Breath Or Difficulty Breathing?	Any Other Symptoms of Concern? **	Person-in-Charge Signature	Able to Work? (Yes/No)
1						
2						
3						
4						
5						
6						
7						
8						
9						

WERE ALL EMPLOYEES SCREENED TODAY? YES NO (A new sheet or sheets may be used for each shift if needed)

Person-in-Charge name (print)

Person-in-Charge signature

Date

****Other Symptoms of Concern Include: Fever (above 100.4° F), Chills, Repeated Shaking with Chills, Muscle Pain, Headache, Sore Throat, New Loss of Taste or Smell
IF THE EMPLOYEE HAS TWO OR MORE OF THESE SYMPTOMS, THEY SHOULD NOT WORK**

Reproduce as needed



Department of Public Health and Human Services

Public Health and Safety Division ♦ PO Box 202951 ♦ 1400 Broadway ♦ Helena, MT 59602-2951

Phone: (406) 444-4141 ♦ Fax: (406) 444-6943

Steve Bullock, Governor

Sheila Hogan, Director

FACILITY PLAN FOR CLEANING, SANITIZING & DISINFECTING

Introduction

On April 22, 2020, the Governor released Directives for the reopening of bars, breweries, and distilleries on May 4, 2020. These directives included requirements for facilities to develop a specific cleaning plan. This document will direct businesses on how and when to sanitize versus how and when to disinfect.

Any alternative plans that are created should be verified by the local health department to ensure that the Directives are being followed correctly and that public safety is maintained.

CLARIFYING STATEMENTS

Cleaning: Refers to the physical removal of debris (dirt, food, other impurities) from a surface/object by using water, soap and water, sweeping, or other methods. This method does not effectively kill germs but is a necessary first step for sanitizing or disinfecting chemicals to work.

Disinfecting: Utilizes an EPA Registered Product to destroy most germs, reducing levels considered safe by public health standards, which serves to lower the risk of spreading infection For the purposes of this plan, this terminology is referring to the destruction of COVID-19 on a surface. These chemicals or concentration of chemicals can be dangerous in some settings, such as food preparation areas. These products should NOT be used as a substitute for Sanitizing, as these concentrations can be toxic.

Sanitizing: Utilizes an EPA Registered Product to destroy many germs at a level that is considered safe for sensitive areas, such as in restaurant kitchens. Facilities must follow the Retail Food Code laws regarding sanitizing when cleaning food contact surfaces to avoid introducing unintended risk.

RESOURCES:

EPA Web Site for COVID-19 Chemicals: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Cleaning and Disinfecting (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Guidance for Cleaning and Disinfecting (CDC): https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

DECIDING WHEN TO CLEAN:

Whenever an area has visible debris, before Sanitizing/Disinfecting or any High-traffic areas. This should be done at a minimum once daily, or as often as needed to preclude the accumulation of debris.

CLEANING EXAMPLES:

Sweeping and mopping floors, cleaning before Sanitizing or Disinfecting Surfaces (allows cleaner/disinfectant to work in a more optimal manner, whenever a large mess is created where safety and cleanliness are compromised. **An area/surface should be cleaned prior to sanitizing or disinfecting.**

DECIDING WHEN TO SANITIZE:

Follow the Retail Food Code requirements for when to sanitize food contact surfaces.

Sanitizing and Disinfecting solutions must not be mixed -use separate containers and wiping cloths for each.

Mixing different chemicals can create toxic and sometimes, deadly, combinations that may result in extreme harm. Label containers with contents to avoid harm.

SANITIZING EXAMPLES:

Food preparation, storage, and service areas, dishware, utensils, and cups used by patrons, anytime a change in task occurs during food preparation when raw foods have been used.

DECIDING WHEN TO DISINFECT:

Follow the Governors Directives on when to disinfect. This includes:

1. Table items, including decorative items and menus, between patrons
2. Tables, chairs, booths, and highchairs between patrons
3. Frequently touched surfaces, including doorknobs, light switches, etc.
4. Surfaces in toilet rooms
5. Whenever a facility has been notified that there has been a COVID-19 positive case in the facility IF

IF A FOOD EMPLOYEE HAS TESTED POSITIVE FOR COVID-19 AND THE BACK-OF-HOUSE OPERATIONS NEED TO BE DISINFECTED, WE ENCOURAGE YOU TO CONTACT CCHD.

HOW TO DISINFECT:

1. Use an EPA registered product that has been shown to kill COVID-19.
2. Follow manufacturer instructions for:
 - a. Concentration and concentration testing (if applicable)
 - b. WET contact time required to be effective in virus destruction
 - c. COMPLETELY AIR DRY or wipe with water, depending on label instructions

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface you are disinfecting.

Using Bleach for disinfecting purposes:

Mix 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water. Clean the surface with detergent & water, follow with bleach solution and allow 10 minutes for activity before wiping. **Make fresh each day.**

DO NOT under any circumstances mix Bleach and Ammonia.

Using Alcohol solutions:

Ensure solution contains at least 70% alcohol. Apply to surfaces and allow 30-60 seconds for activity.

Other common EPA-registered household disinfectants:

Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

A list is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

STAFF NOTIFICATION OF CLEANING, SANITIZING, AND DISINFECTING POLICIES

(CHECK ALL THAT WILL APPLY):

- This facility will hold in person training that will outline these changes.
- This facility will provide printed copies of this plan to all staff members.
- This facility will send digital copies of this plan to all staff member.
- This facility will develop an alternative plan described below:

Person-in-Charge Signature
(when checklist is completed)

Date Completed



Department of Public Health and Human Services

Public Health and Safety Division ♦ PO Box 202951 ♦ 1400 Broadway ♦ Helena, MT 59602-2951

Phone: (406) 444-4141 ♦ Fax: (406) 444-6943

Steve Bullock, Governor

Sheila Hogan, Director

FACILITY PLAN FOR SOCIAL DISTANCING AND REDUCING SHARED CONTACT SURFACES

Introduction

On April 22, 2020, the Governor released Directives for the reopening of restaurants, bars, breweries, and distilleries on May 4, 2020. These directives included requirements to limit the number of people in retail food establishments and to add practices that facilitate social distancing. Additionally, requirements were made for cleaning common surfaces.

This document is intended to help your facility comply with the directive. Each subsection of this document contains options to meet the directive by selecting and then implementing one or more of those options your facility will meet the requirements pertaining to that subsection of the document.

Items that apply to all facilities are contained within a gray box.

Any alternative plans that are created should be checked to ensure that the Directives are being followed correctly.

FACILITY NAME: _____

All reasonable attempts should be made to eliminate the use of waiting areas and lobbies.

WAITING AREAS (CHECK ALL THAT WILL APPLY):

- This facility will close the lobby and waiting areas until restrictions are lifted **OR** We do not have a lobby or waiting area.
- This facility will use reservation or call ahead seating only.
- This facility will use an online system or app to schedule patrons.

- This facility will develop an alternative plan for menus described below:

CONDIMENTS AND TABLETOP ITEMS (CHECK ALL THAT WILL APPLY):

- Required: This facility will remove all self-service condiments, cups, and lids.**
- This facility will provide single use, disposable containers for condiments (cups, sealed packets, etc.) that WILL NOT be re-offered.
- Any items remaining on the table must be sanitized between each patron/group.

STAFF NOTIFICATION AND TRAINING (CHECK ALL THAT WILL APPLY):

Training should include reading all applicable portions of these documents (see *Additional Documents on the Checklist page for links*):

Governor's 4-22-2020 Directive

State of Montana FAQ (most recent version)

State of Montana Reopening Plan

CCHD Business Guidelines and FAQ (most recent version)

- This facility will hold in person training that will outline these changes.
- This facility will provide printed copies of this plan to all staff members.
- This facility will send digital copies of this plan to all staff member.

