



**\*\*\*EFFECTIVE SUNDAY, SEPTEMBER 20, 2020 AT 11:59 PM\*\*\***

**Clark County Regional Protocols for bars, restaurant and food establishments with bars, pubs, taverns, distilleries, breweries, and wineries**

**Clark County Recovery Organization**

**Regional Policy Group**

- Chairperson Marilyn Kirkpatrick
- Vice Chairperson Yolanda King

**Regional Steering Committee**

- Chairperson Billy Samuels

**Enforcement Workgroup**

- Chairperson Vince Queano

**Policy**

Bars, restaurants and food establishments with bars, pubs, taverns, distilleries, breweries, and wineries are actively taking measures to mitigate the spread of coronavirus.

Employees are required to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment.

It's important that we all respond responsibly and efficiently to the health concerns of the community.

This policy is subject to changes with the introduction of additional governmental guidelines.

**Disclaimer**

Clark County Regional business license and enforcement reserves the right to revise, supplement, rescind, or deviate from any policies or portion of the guidance from time to time as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice and update policies as soon as changes are made.

**Below are actions employees must take to protect themselves and their co-workers from a potential coronavirus infection.**

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, CALL YOUR MANAGER ASAP. Do not go to work.
- If you become ill at work with acute respiratory illness symptoms (i.e. cough, shortness of breath), notify your supervisor so that you can be separated from other employees and be sent home immediately.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not go to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick. If you believe you have been exposed to the virus causing COVID-19 and you are fever-free without the use of fever-reducing or other symptom-altering medicines for more than 24 hours, your employer may still ask you not to report to work.
- If you have a positive COVID-19 diagnosis, contact your manager by phone. You will not be allowed to report for work for at least 14 days. You can return to work only after you've fully recovered, with a doctor's release confirming your recovery.
- If a healthcare provider confirms you do not have COVID-19, and you have recovered from your illness, please return to work as you would normally from a common illness like the cold or flu.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you will be asked to stay at home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you must stay at home with your children, follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, you will only be permitted to return to the work place 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

**Travel Policy Related to COVID-19**

- Please do not return to work after any travel if you are experiencing COVID-19 symptoms. If you develop symptoms after traveling, contact medical authorities, and if instructed to do so, seek medical attention. Limit your contact with other people as much as possible, and let the medical facility know about your travel history and any potential exposures.
- If you have any personal travel planned, please be sure to check for travel advisories on the State Department website and the CDC website.

**Know the Symptoms of COVID-19**

COVID-19 symptoms include:

- Fever;
- Cough; and
- Shortness of breath.

## **Safety Guidelines**

- Employees will follow these safety guidelines including any company policies that exceed these mentioned below. These guidelines are related to the use of personal protective equipment, including the use of gloves and face protection.
- If you have any questions about these safety guidelines or the use of personal protective equipment, please contact your manager.
- Staff must always wear facial coverings.
- Gloves will be worn for cooking and cleaning.

**Each day, before the start of the shift, employees will fill out the following questions. It will be incorporated into your sign in sheet daily.**

If an employee answers YES to ANY of these questions, exclude the employee from work.

1. Do you have a new cough that you cannot attribute to another health condition?	YES / NO
2. Do you have new shortness of breath that you cannot attribute to another health condition?	YES / NO
3. Do you have any two of the following symptoms: Fever (100.4°F or higher), chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?	YES / NO
4. Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?	YES / NO

**If an employee answered NO to ALL the screening questions, allow the employee to start their shift and remind them to:**

- Wash hands properly when necessary.
- Wear face covering at all times.
- Do not shake hands or make direct contact with any other employees or customers.
- Continue to practice social distancing.
- These recommendations are specific to the COVID-19 outbreak and should be used in addition to your employee health policy.

## **General Hygiene Rules**

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the workplace.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

### **Follow Five Steps to Wash Your Hands the Right Way**

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Sanitizers can quickly reduce the number of germs on hands in many situations. However, sanitizers do not get rid of all types of germs.

Hand sanitizers may not be as effective when hands are visibly dirty or greasy.

### **Procedures**

- Post Bar/Food Guidance at entrance.
- Gloves will be worn when checking identification.
- Offer customers hand sanitizer as they come through the door.
- Hand wipes will be made available on the floor for customers. Please keep stocked.
- All chairs/machines/handrails will be disinfected after every customer use.
- Doors/ATM machine/bathroom doors and handles will be cleaned every hour
- Gloves shall be worn when handling dirty glassware and ashtrays.
- Signs will be placed throughout the workplace for safety and social distancing.
- Social distancing signs of 6 ft. will be properly displayed.
- Any gaming machine that sits in front of a cleaning station, will be marked “off limits”.
- When possible, plexiglass will be used to separate individual gaming machines.
- Customers will be asked and expected to adhere to all property procedures.
- Customers will be required to wear face coverings except when actively eating, drinking, or smoking. This includes any time a customer is interacting with an employee or with customers who are not part of their seated group.
- When possible, businesses will offer customers masks if they have failed to arrive with one but will not allow customers to enter the facility without a face covering.

- Signage indicating the face covering requirement will be placed at the entrance and in multiple other locations in the facility including restrooms. Additionally, all tables will include signage reiterating the rules and encouraging patrons to go above and beyond to help the businesses stay open.
- Customers who refuse to comply will be asked to leave the facility and if they fail to do so employees will escalate the situation to their manager or the proper authorities.
- Customers will not be allowed to sit at tables or bars that have not been disinfected since the departure of the prior party. This will be accomplished using “red/green” cards indicating whether a table is clean or dirty (or a similar process).

### **How to Clean and Disinfect Hard (Non-Porous) Surfaces**

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. 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:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.

### **Soft (Porous) Surfaces**

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

### **Electronics**

- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.
- Follow the manufacturer’s instructions for all cleaning and disinfecting products.

- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### **Linens that go in the laundry**

- Wear disposable gloves when handling dirty laundry and discard the gloves after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes.
- Clean hands immediately after gloves are removed.
- If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing the virus through the air.
- Do not lay towels across the lined baskets to air dry as this can lead to the spread of the virus.

### **Acknowledgement of Clark County Regional Protocols for bars, restaurants and food establishments with bars, pubs, taverns, distilleries, breweries, and wineries**

- Prior to reopening, all bars, restaurants and food establishments with bars, pubs, taverns, distilleries, breweries, and wineries are required to receive the training.
- It is REQUIRED for all of the above establishments to complete the acknowledgement form and keep onsite for inspection.
- If the establishment is observed to be operating and does not present the acknowledgement form, the establishment will be subject to disciplinary action.

Link to the presentation:

<https://web.microsoftstream.com/video/3304d670-7972-4dd3-a96e-0fd425dd641f>

For any questions, please contact your local licensing department.

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I acknowledge that I have read protocols and safety policies for bars, restaurants and food establishments with bars, pubs, taverns, distilleries, breweries, and wineries and I understand and agree to comply. I further acknowledge and understand it is my responsibility to be familiar with it and abide by its terms.

This response is not promissory and does not set terms or conditions of employment or create an employment contract.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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