

BROWN COUNTY HEALTH & HUMAN SERVICES DEPARTMENT
Public Health Division - Environmental Health Unit



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SAFELY REOPENING FOOD SERVICE ESTABLISHMENTS IN BROWN COUNTY

Brown County Public Health is a resource that may be used by all businesses countywide. As a commitment to the safety of your employees and patrons, the following guidance has been outlined to assist in a successful re-opening. In addition, please don't hesitate to contact us with specific questions that relate to your business operation, we realize not every business is the same and each approach to reopening is not a "one size fits all" approach.

As a business leader, you can do your part to prevent the spread of COVID-19 by beginning with these recommendations:

- ✓ Prior to opening the establishment, thoroughly deep clean and sanitize the entire facility. Focus on high contact areas that will be touched by employees and customers. We recommend using a bleach solution that is maintained at 50-100 ppm. (1/3 cup per gallon of water) There are additional guidelines for cleaning after a COVID-19 positive employee, please contact us for more information regarding this situation.
- ✓ Flush water systems for 30 minutes in establishments that have not been in operation for an extended period of time.
- ✓ Verify all stocked food is wholesome and not expired, discard as necessary.

Management Responsibilities

- ✓ A minimum of one certified food manager (CFM) is required per location. When practical, the employee holding the CFM should be in charge and onsite during all hours of operation.
- ✓ It is the responsibility of the person in charge to monitor and ensure that employees are following proper procedures.

Stay Healthy/Stay Home When Sick

- ✓ Prohibit sick employees from working.
- ✓ Monitor employees for COVID-19 symptoms, such as: shortness of breath, cough, and fever. This may include a self-monitoring process (HIPAA compliance appropriate)



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- ✓ Provide PPE to protect employees (strongly encourage face coverings especially when social distancing cannot be achieved).
- ✓ Employer should have a policy that is available and clearly understood by all employees regarding when to stay home from work, if they are sick. The employee should not be punished or suffer or reprimanded if calling in sick for an excusable illness (i.e. flu like symptoms). What may be construed as an inexcusable absence may be, for example, a physical injury incurred when not working.

Clean Hands: Prevent the Spread of Disease

- ✓ All employees should be provided with education on proper handwashing procedures, which include: Wet, Lather, Scrub, Rinse and Dry. Wash hands with soap and warm water for at least 20 seconds. As this action can break the route of disease transmission, please reinforce it with your employees.
- ✓ Hand sanitizer that contains at least 60% alcohol should be provided at entry/exit points for customers.
- ✓ **Wash hands as frequently as necessary to prevent contamination of food and utensils and prevent the spread of disease.**
- ✓ Ensure proper glove use (use when handling ready-to-eat foods). Single use gloves should not be re-used. **Gloves are not a replacement for handwashing.**

Social Distancing

- ✓ Maintain at least 6 feet physical distance by using the following: floor markings, signage, and updated seating arrangements should be used to ensure 6 feet of separation (for questions on seating arrangement, please call).
- ✓ Encourage use of protective barriers to protect employees and customers (i.e. between booths, cash registers – plexiglass is very commonly used and readily accessible).
- ✓ Upon changes with the Governor's *Safer at Home Order* and its amendments, please call for the most up to date calculations and how they may apply to your location.
- ✓ Utilize website and/or phone orders and use of credit cards for contactless payment, to the extent. Examples include modified operations, such as:
 - Contactless payments and use of mobile ordering apps/website
 - Carry out and delivery
 - Use of customers car as waiting area
 - Call ahead reservations/seating
 - Reduce on premise capacity by 50%
 - Limit seating area (i.e. tables/booths) to at least six feet apart
 - No salad bars or self-serve buffets
 - No tables greater than six feet in length or continuously lined up together
 - Outdoor eating and drinking permitted with six foot distancing
 - Use chalkboard menus when possible or laminate menus so they may be sanitized after each customer use (Paper menus should be discarded after each use)



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Clean and Sanitize

- ✓ Provide refresher training to existing and new employees on cleaning and sanitizing procedures. This would also include proper use of test strips to determine effective sanitizer concentration.
- ✓ Concentration of approved sanitizers:
 - Chlorine 50-100 ppm,
 - Quaternary Ammonium 150-400 ppm
 - Iodine 12.5 mg/L and 25 mg/L
- ✓ Sanitizer concentration should be checked with a test strip at the beginning of daily operations, hourly, and each time sanitizer is refilled. In times of higher use and where sanitizer buckets become cloudy with food debris, more frequent changing of sanitizer will ensure proper sanitization.
- ✓ Clean and sanitize common areas/items in between customers, after each use. Clean high touch areas frequently (at least hourly). It is recommended to use protective coverings (that can be cleaned and sanitized) for hard to clean areas, such as keyboards.

If you have additional questions, or more specific questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact Brown County Public Health – Environmental Health Unit at (920) 448-6400 or by email at BC_Health@browncountywi.gov.



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