

## Protocols for Bars: Appendix U

### Recent Updates:

- 5/5/21 - Guests at a single table indoors are limited no more than 6 people in the same party. Guests at a single table outdoors are limited to no more than 8 people in the same party.
- 5/5/21 - This protocol is effective as of May 5, 2021. Los Angeles County, including Long Beach, is subject to the Yellow Tier under the State's Blueprint to a Safer Economy. Indoor operations of a bar are permitted and must be limited to 25% of maximum occupancy or 100 people, whichever is fewer. Protocols for events and live entertainment updated for indoor events. Bars operating pursuant to this Protocol may increase their indoor capacity up to a maximum of 75% of total venue capacity where all attendees are either fully vaccinated or attendees show proof of a negative COVID-19 test conducted 72 hours prior to attendance in accordance with the requirements in the Blueprint for a Safer Economy Chart.
- Changes highlighted in yellow.

The requirements below are specific to the reopening of bars, including pubs and similar facilities (collectively "bars"). In addition to the conditions imposed on these facilities by the State Public Health Officer, which may be found at <https://covid19.ca.gov/industry-guidance/>, bars must adhere to occupancy limits and applicable protocols:

- Bars, including pubs and similar facilities, that do not hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals may serve alcohol to customers seated at tables outdoors and indoors. Bars operating pursuant to this Protocol are not required to sell bona fide meals with the sale or service of alcohol to operate outdoors or indoors. Indoor operations of a bar must be limited to 25% of maximum occupancy or 100 people, whichever is fewer. Guests are required to be seated at tables while at the facility, except as necessary to use the restroom and to order.
- The sale or service of food and beverages, including alcohol, is prohibited for consumption by customers who are not seated at a table for service. All customers must wear a Face Covering at all times while at an establishment operating pursuant to this subsection, which may be removed only during the time the customer is physically eating or drinking.
- Bars that offer on-site dining and possess a valid restaurant permit issued by Long Beach Department of Health and Human Services must adhere to the [Restaurant Protocols](#) (Appendix H). Bars that do not hold a City-issued restaurant permit may operate indoors at the capacity assigned to restaurants if the establishment provides sit-down, dine-in bona fide meals if the establishment sells alcohol in the same transaction as a bona fide meal provided by a City-approved meal provider pursuant to the Restaurant Protocols (Appendix H). Indoor capacity of such establishments must be limited to 50% of maximum occupancy.
- Bars operating pursuant to this Protocol may increase their indoor capacity up to a maximum of 75% of total venue capacity where all attendees are either fully vaccinated or attendees show proof of a negative COVID-19 test conducted 72 hours prior to attendance in accordance with the requirements in the Blueprint for a Safer Economy Chart which may be found at [https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-September\\_2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-September_2020.pdf)

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- **Face Coverings may only be removed** by customers when seated at a table while eating or drinking.
- **Tables located within an outdoor bar area must be separated by at least 6 feet**, measured from the back of the chair of the seated patron at one table to the back of the chair of the seated patron at an adjacent table. If tables, chairs, booths, etc., cannot be moved, use visual cues to show that they are not available for use. Tables and chairs must be removed from dining areas so that 6 feet of physical distance can be maintained for customers and workers. If tables, chairs, booths, etc., cannot be moved, use visual cues to show that they are not available for use.

Additional protocols relevant to Bars must also be followed:

- Any game operations, such as bowling alleys or pool tables, must adhere to CDPH Guidance for Family Entertainment Centers found at <https://files.covid19.ca.gov/pdf/guidance-family-entertainment--en.pdf>.
- Outdoor operations with temporary structures must comply with CDPH guidance titled the "Use of Temporary Structures for Outdoor Business Operations" found at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>. Any City-issued permits required to operate outdoors, including any permits required to install any tent, canopy, other sun shelter, or structure used for outdoor operations, must be obtained prior to operation.
- For events and live entertainment:
  - Outdoor seated live events and performances may occur in accordance with guidance issued by the State Health Officer titled "COVID-19 Industry Guidance: Outdoor Seated Live Events and Performances" found at <https://files.covid19.ca.gov/pdf/guidance-live-performances--en.pdf>.
  - Indoor seated live events and performances may occur in accordance with guidance issued by the State Health Officer titled "COVID-19 Industry Guidance: Indoor Seated Live Events and Performances" found at <https://files.covid19.ca.gov/pdf/guidance-live-performances-indoor--en.pdf>.
  - Private events (such as meetings, receptions, conferences) may occur in accordance with guidance issued by the State Health Officer titled "COVID-19 Industry Guidance: Private Events" found at <https://files.covid19.ca.gov/pdf/guidance-private-events--en.pdf>.
  - Capacity at live events and private events shall not exceed the capacity limits in this Protocol for Bars. Indoor events remain prohibited.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

**All facilities covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

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**Business name: Facility** \_\_\_\_\_

**Address:** \_\_\_\_\_

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- All employees have been told not to come to work if sick or if they are exposed to a person who has COVID-19.
- Workers are provided information on employer or government-sponsored leave benefits that the employee may be entitled to receive, which would make it financially easier to stay at home, including employee's sick leave rights under the Families First Coronavirus Response Act.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone.
- Employees are instructed on the proper use and care of face covering, including wearing it over both the nose and mouth and the need to wash their face coverings daily.
- Face shields are provided and worn by all wait staff and other employees when servicing customers not wearing a cloth face covering to eat and drink. The face shield is to be worn in addition to the cloth face covering. Cloth face coverings protect others from the wearer's droplets; face shields help protect the wearer from other's droplets.
- Face shields are to be used, cleaned and disinfected per manufacturer's directions.
- The number of employees serving individual customers or groups, should be limited in compliance with wage and hour regulations.
- Employees are directed to ensure hand hygiene practices including hand wash frequency, use of hand sanitizer and proper glove use are adhered to.
- Employees are allowed time to wash their hands frequently.
- Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in

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the trash and hands washed immediately with soap and warm water for at least 20 seconds.

- Employees are prohibited from eating or drinking anywhere inside the facility other than designated break rooms.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use of face coverings when around others.
- Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - o Break rooms \_\_\_\_\_ 0
  - o Restrooms \_\_\_\_\_ 0
  - o Other \_\_\_\_\_
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:  
\_\_\_\_\_

**B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- An employee wearing a cloth face covering is posted near the door but at least 6 feet from the nearest customers, to monitor occupancy capacity limits and that physical distancing procedures are adhered to.
- Measures to ensure physical distancing are adhered to where customers or employees are in a queue. This includes check-in counters, restrooms, elevator lobbies, waiting areas, and any other areas where customers are likely to congregate.
  - o Placing tape or other markings at 6-foot intervals in any area where members of the public may form a line or stand.
  - o Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and customers from passing by one another.
- Technology solutions where possible have been implemented to reduce person-to-person interaction; mobile ordering and menu tablets, text on arrival for seating, contactless payment options.
- Tables must be physically distanced by 6ft Tables must be physically distanced by 6ft, measured from the back of the chair of the seated patron at one table to the back of the chair of the seated patron at an adjacent table. Maximize the distance between indoor dining service tables beyond the required 6 feet wherever possible, to minimize the risks from customers eating indoors without face coverings. Tables and chairs must be removed from dining areas so that 6 feet of physical distance can be maintained for customers and workers. If tables, chairs, booths, etc., cannot be moved, use visual cues to show that they are not available for use.
- Bar counters or areas used for the purposes of preparing or serving alcoholic beverages are closed to food and beverage service at the counter. Counters may be used for the purpose of in-person service as long as food or drink preparation is not occurring at the same bar counter. The intent of this requirement is to limit the interaction between customers from different tables, the interaction between customers and staff, and the ability of customers to come into contact with multiple surfaces.

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- ❑ Customers remaining onsite to consume alcoholic beverages may order and engage in point-of-sale transactions indoors provided that:
  - All customers wear face coverings while not seated at a table eating or drinking;
  - All persons maintain a physical distance at least 6 ft. or greater while indoors;
  - Countertops and other high-touch surfaces are sanitized frequently;
  - All other requirements in this Protocol are followed.
  - Customers are prohibited from purchasing and consuming beverages while standing in the facility.
  - Customers may not order and drink at the bar.
  - Customers are not allowed to order and pick up drinks at the bar and transport them to their tables.
- ❑ Any drinks ordered at a table will be brought to the table by wait staff.
- ❑ Discontinue seating of customers in areas where customers cannot maintain six feet of distance from employee work or food and drink preparation areas.
- ❑ Services and activities that carry an increased risk of contamination from sharing and splashing such as drinking games and/or contests, and drop shots, among others, are not allowed.
- ❑ Discontinue the use of shared entertainment items that are difficult to properly clean and disinfect such as board games, and books, among others.
- ❑ Limit excessive consumption of alcohol that could deter guests' compliance with these guidelines.
- ❑ Design interaction between customers, and employees to allow for physical distancing.
  - Floors in and outside of the facility where customers, or others may wait are marked to enable and enforce physical distancing.
  - The use of contactless processes for pickup and delivery and other electronic systems for guest interactions have been implemented, where possible.
  - Interactions between servers or other employees' interactions and customers are limited to a maximum of five minutes per occurrence, where possible.
- ❑ Reservations are required of all guests. Institute a reservation system or customers should be notified to call in advance to confirm seating/serving capacity. Contact information for each party is collected either at time of reservation booking or on site if practicable in the normal course of business operations to allow for contact tracing should this be required.
  - Consider a phone reservation system that allows people to queue or wait in cars and enter only when a phone call, text or other method, notifies the customer that a table is ready.
  - A 90-minute time limit is required of all guests.
  - Guests are required to be seated at tables while at the facility, except as necessary to use the restroom and to order.
- ❑ **Limit the number of guests at a single table indoors to no more than 6 people in the same party. Limit the number of guests at a single table outdoors to no more than 8 people in the same party.** People in the same party seated at the same table do not have to be six feet apart. All members of the party must be present before seating and hosts must bring entire party to the table at one time.
- ❑ Limited contact between wait staff and customers.
  - Install physical barriers such as partitions or plexiglass at host stands and cashiers, where maintaining physical distance of six feet is difficult.
  - Limit the number of wait staff serving individual parties.
- ❑ Discourage employees and customers from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.

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- Require employees to avoid handshakes and similar greetings that break physical distance.
- ❑ Use barriers or increase distance between tables/chairs to separate employees in employee breakrooms. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- ❑ Operations have been redesigned, where possible, to achieve physical distancing between employees.
  - Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.
- ❑ Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high density high-traffic employee areas.
  - Incidental contact is to be expected, however, the goal is to limit this to less than 15 minutes, preferably 10 minutes cumulatively over a 24 hour period, and the employees are always wearing their face coverings.

## C. MEASURES FOR INFECTION CONTROL

### PRIOR TO OPENING

- ❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
  - Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- ❑ For facilities that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ❑ Facility has been thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19), especially if it's been closed.
  - Procure options for third-party cleaning company to assist with the increased cleaning demand, as needed.
- ❑ Spaces such as dining rooms, host stands, and kitchens have been equipped with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers.
  - Ensure sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
  - Recommend installing touchless dispensers for hand sanitizer, soap dispensers, paper towel and trash dispenser.
- ❑ Drop-off locations are designated to receive deliveries away from high traffic areas. Person-to-person contact for delivery of goods has been eliminated whenever possible.

### FOOD SAFETY CONSIDERATIONS

- ❑ All food safety practices outlined in the California Retail Food Code (CRFC) are being followed when applicable.
- ❑ Refilling beverages at the table from common containers (e.g. pitchers, carafes, decanters, and bottles) is not allowed. Clean glassware is provided for customer refills.

### FACILITY CONSIDERATIONS

- ❑ An employee per shift is designated to oversee and enforce additional sanitization and disinfection

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procedures, as needed.

- A cleaning and disinfection plan for high-touch surfaces and access areas has been developed and is followed.
  - Common areas and frequently touched objects related to customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
  - All payment portals, pens, and styluses are disinfected after each use.
- Facility is thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly. A log is kept to monitor completion wherever possible.
- Audio headsets and other equipment are not shared between employees unless the equipment is properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.
- Dishwashers are provided with equipment to protect their eyes, nose and mouth from contamination due to splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers are provided impermeable aprons and required to change frequently. Reusable protective equipment such as face shields and glasses are to be properly disinfected between uses.
- Restrooms are checked regularly and cleaned and disinfected on an hourly basis using approved EPA disinfectants.
- Hand sanitizer and trash cans are available to the public at or near the entrance of the facility.

### CUSTOMER AREAS

- Customers should enter through doors that are propped open (this will be evaluated for approval based on overall vermin exposure) or automated if possible. Hand sanitizer should be available for guests who must touch door handles.
- Customers are instructed that they must wear cloth face coverings whenever they are not eating and/or drinking; this includes upon entry to the facility, when walking anywhere in the facility, and when using the restrooms as well when seated at their table and not eating or drinking. Only individuals with chronic respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement.
  - Customers may remove cloth face coverings while seated at a table and eating and/or drinking.
  - Customers who refuse to wear a cloth face covering may be refused service and asked to leave.
- Music volume is adjusted to ensure that wait staff are able to hear customer orders without having to lean into the customer.
- Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags use disposable gloves (wash hands before putting gloves on and after removing them) and are provided aprons which they must change frequently.
- Reusable menus are cleaned and disinfected between customers. If using paper menus, discard after each customer use. Alternatives such as stationary menu boards, electronic menus, or mobile device downloadable menus should be considered.
- Customer seating areas are cleaned and sanitized after each use. Seating, tables and other items on table must be single-use or cleaned/sanitized between customers. Each table has either a top cloth replaced between guests or a hard-non-porous surface which is sanitized between guests.
- No flatware, glassware, dishware, menus, condiments or any other tabletop item is present on tables prior to the seating of customers. All such items are fully sanitized between seat changes and stored during non-use in a location that prohibits potential contamination.

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- Dirty linens used at dining tables such as tablecloths and napkins should be removed after each customer use and transported from dining areas in sealed bags. Employees should wear gloves when handling dirty linens.
- Cashless transactions are encouraged. If reasonable for the food facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.
- Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- A sign notifying customers to use hand sanitizer and to wear a face covering when not eating or drinking is also posted at all entrances.
- Signage is posted that reminds the dining public to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into a bar, and to stay home if they are ill or have symptoms consistent with COVID-19.
- Signage is posted that notifies customers that while it may be common practice for customers to socialize after, this practice will be discouraged during the pandemic.
- Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face coverings, policies in regard to preordering, reservations, prepayment, pickup and/or delivery and other relevant issues.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the customers/clients have been prioritized.
- 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.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_

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# An Example of Seating Arrangement Within the Allowable Occupancy

