INTERIM GUIDANCE FOR RETAIL FOOD FACILITIES:
HEALTH OFFICER’S ORDER
(August 13, 2020)

On July 28, 2020 the Contra Costa Board of Supervisors passed an ordinance delegating enforcement of the Health Officer’s Order to various agencies, which may include Environmental Health. Per the Boards directive, these agencies will begin conducting inspections to verify compliance with the Order. The Order includes, but is not necessarily limited to the following:

**Food Facilities**

1. Indoor dining prohibited. Only outdoor dining, take-out, and delivery allowed. Note: Outdoor operations may be conducted under a tent, canopy, or other sun shelter but only as long as the sides are not closed and there is sufficient outdoor air movement.
2. Employees, contractors, owners, and volunteers must wear a face covering (that covers nose and mouth).
3. Employer must provide employees face coverings and other required personal protective equipment (PPE).
4. Facility must take all reasonable steps to prohibit any member of the public who is not wearing a face covering from entering and must not serve that person if those efforts are unsuccessful.
5. Prepare and implement a *Social Distancing Protocol* (SDP). Post a copy of the SDP at each public entrance and distribute copy to each employee. See Appendix A of the Health Officer’s Order.
6. Train employees on the SDP, including the symptoms of Covid-19 and to not come to work if sick.
7. Food facilities doing outdoor dining must prepare, post, implement, and distribute to employees and vendors a written health and safety plan that addresses all applicable best practices set forth in relevant Health Officer directives. See Appendix C-1 of the Health Officer’s Order.
8. Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. If self-screening is used in lieu of screening at the facility, ensure that it is done before the person leaves home for the facility and follows CDC guidelines.
9. Post signage at each public entrance of the facility to inform all employees and customers that they should:
   - Avoid entering the facility if they have COVID-19 symptoms.
   - Maintain a minimum six-foot distance from one another.
   - Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow.
   - Wear face coverings.
   - Not shake hands or engage in any unnecessary physical contact.

10. Implement and enforce social distancing (e.g., floor markings, signage, limit number of people inside the facility, etc.).

11. Outdoor dining:
   a. Set up for proper social distancing (e.g., table spacing).
   b. Outdoor dining can include alcohol if served with the meal.
   c. Customer can remove mask while food and drink are being consumed but must wear mask at all other times.

12. Bar areas must remain closed.

13. No customer self-service of food, beverages, or related items (e.g., cups, utensils, salt/pepper shakers, etc.).

14. Reusable customer bags not allowed.

15. Disinfectant wipes must be provided near shopping carts.

16. Shopping carts and baskets must be disinfected regularly.

17. High-contact surfaces must be disinfected regularly. Use disinfect(s) that are EPA approved for Covid-19 (Coronavirus).

18. Provide disposable menus to guests and make menus available digitally so that customers can view on a personal electronic device, if possible. If disposable menus cannot be provided, properly disinfect menus before and after customer use.

19. Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. Do not leave card stands, flyers, napkin holders, or other items on tables.

20. Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers. Where this is not possible, provide shared items such as condiment bottles, shakers, etc., as needed to customers and disinfect after each use.

21. Pre-roll utensils in napkins prior to use by customers. Workers must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. After customers are seated, the pre-roll should be put on the table by a worker who recently washed their hands.

22. Takeout containers must be filled by customers (not waitstaff) and available only upon request.

23. Thoroughly clean each customer dining location after every use. This will include disinfecting tables, chairs, booster seats, highchairs, booths, etc. and allowing adequate time for proper disinfection, following product instructions.

24. Do not leave out after-meal mints, candies, snacks, or toothpicks for customers. Offer them with the check or provide only on request.

25. Limit the number of patrons at a single table to a household unit or patrons who have asked to be seated together. 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 the entire party to the table at one time.
26. Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where workers and/or guests should stand).
Note: This does not apply to waitstaff taking orders at an outdoor table, but waitstaff and guests during that interaction must wear masks.

27. Install physical barriers or partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

For the complete requirements go to: https://www.coronavirus.cchealth.org/health-orders

Please note the Health Officer Order is regularly updated. The Health Officer Order includes references to the State Health Officer’s Order. Where there are differences between these orders, the stricter standard shall apply.

Please note that violation of the Health Officer Order is subject to fines and other enforcement actions.

Notes:

1. Body art (including piercing), theaters, and entertainments facilities are still closed.
2. Approved face coverings must cover nose and mouth and not contain a valve.