



HEALTHY
GALLATIN

A RESOURCE FOR HEALTHY LIVING FROM THE
GALLATIN CITY-COUNTY HEALTH DEPARTMENT

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healthygallatin.org

COVID-19 Reopening Guidance for Retail Food Establishments

To restaurant, bar, distillery and brewery operators getting ready to reopen, the purpose of this guidance is just that, to offer you direction and provide a framework to reopen safely. Our goal is to support you as you establish best practices that fit your unique operation. Our hope is that the guidance will help you navigate a phased reopening that allows businesses such as yours to operate while managing public health risks, reducing the possibility for a need to re-introduce restrictions in the future. We have great confidence in you and we are here to help along the way.

We also recognize that not every establishment is the same and not every reopening scenario will align seamlessly with this guidance. We also understand that the nature of retail food establishments present challenges to your efforts and that no location will perform perfectly all the time. With that in mind, we want you to know that the Gallatin City-County Health Department wants to remain your partner in implementing measures that will help keep your customers and staff safe.

To that end, we have created a “package” of resources and the checklist below and urge you to consider them. These resources are intended to help you meet Governor Bullock’s Directive which allows you to reopen on **May 4, 2020**. As a reminder, all other Retail Food Laws must still be followed in addition to the requirements listed as “required” in the resources provided. As we continue to learn more about operating businesses during COVID-19 we will continue to share resources and the most current direction and advice from the Food and Drug Administration, the Centers for Disease Control and Prevention, the Environmental Protection Agency, and the Department of Public Health and Human Services. Please check back frequently and don’t hesitate to call our COVID-19 call center at 548-0123 if you have questions. The call center is staffed with nursing staff and sanitarian weekly from 8am-5pm.

If you wish, you may return the completed and signed checklist after you have completed it by emailing it to EHS@gallatin.mt.gov or you can simply keep it for your records and have it available as a reference.

- Employee Health Agreement for COVID-19 Symptoms
- Facility Plan for Cleaning, Sanitizing & Disinfecting
- Facility Plan for Social Distancing & Reducing Shared Contact Surfaces
- COVID-19 Training Log
- GCCHD Provided Signs for customers and staff: [STOP, Stay Home if Sick](#)

Owner or Operator

Date

Operating your establishment during a pandemic presents large challenges, our intention of providing this resource is to do everything we can to support your efforts to keep yourself, your staff and community safe.

Sincerely,

Matt Kelley, MPH
Health Officer

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Additional Resources:

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Montana Retail Food Laws can be found at: <https://dphhs.mt.gov/publichealth/FCSS/RetailFood>

Questions? Contact the COVID-19 call center at 406-548-0123 or callcenter@readygallatin.com

Employee Health Agreement for COVID-19 Symptoms

Background

COVID-19 is a highly contagious viral illness that easily spreads through contact with others. 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. Facilities are still required to restrict and exclude employees with symptoms of food-borne illnesses. Please consult the Food Code and the Gallatin City-County Health Department Environmental Health Office 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.

Agreement

I AGREE TO NOT WORK IF I HAVE ANY OF THE FOLLOWING:

1. Coughing regularly
2. Difficulty breathing or shortness of breath

I understand that other symptoms may be associated with COVID-19. Other symptoms that should also be considered when determining whether to work:

- Fever, or feeling feverish (chills, warm forehead)—this does not have to be measured by thermometer, feeling feverish should be considered a fever.
- Muscle aches, chills, repeated shaking with chills
- Sore throat
- Headache
- New loss of taste or smell

I WILL ADHERE TO THE FOLLOWING GUIDELINES FROM THE GOVERNOR’S DIRECTIVE:

1. Wash my hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces, my face, or after blowing my nose or sneezing.
2. Avoid touching my face as often as possible.
3. Sneeze or cough into a tissue, or the inside of my elbow.
4. Disinfect frequently used items and surfaces as much as possible.
5. I will strongly consider using non-medical face coverings while in public, especially in circumstances that do not readily allow for appropriate physical distancing (E.g. distancing of six feet).

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

Employee Signature

Date

Owner or Operator

Date

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FACILITY PLAN FOR CLEANING, SANITIZING & DISINFECTING

INTRODUCTION

On April 22, 2020, the Governor released a Directive for the reopening of bars, breweries, and distilleries on May 4, 2020. The Directive included requirements for facilities to develop a specific cleaning plan.

Any alternative plans that are created should be verified by Gallatin City-County Health Department by calling the Gallatin County COVID Call Center at 548-0123 to ensure that the Directive is 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 by using water, soap and water, sweeping, or other method. This method does not effectively kill germs but is a necessary first step for sanitizing or disinfecting chemicals to work.

Sanitizing: Utilizes an EPA Registered Product to destroy many germs at a level that is 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.

Disinfecting: Utilizes an EPA Registered Product to destroy most germs. For the purposes of this plan, this terminology is used to destroy 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.

RESOURCES:

- Gallatin City-County Health Department: <https://www.healthygallatin.org/coronavirus-covid-19/reopening/>
- EPA Web Site for COVID-19 Chemicals: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Current Information for Governor's Orders: <https://covid19.mt.gov/>
- National Restaurant Association Reopening Guidance: <https://restaurant.org/Downloads/PDFs/business/COVID19-Reopen-Guidance.pdf>

WHEN TO CLEAN:

- Whenever an area has visible debris
- Before sanitizing or disinfecting
- This should be done continuously throughout the day and as often as needed to prevent the accumulation of debris.

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WHEN TO SANITIZE:

- Follow the Retail Food Code requirements for when to sanitize food contact surfaces.
- Always sanitize tables/counter tops after each customer
- Containers and wiping cloths used for sanitizing must be clearly labeled and should never be used to hold different chemicals. Mixing different chemicals can create toxic and sometimes, deadly, combinations that may result in extreme harm. Please label containers with contents to avoid harm.

SANITIZING EXAMPLES:

- Food contact surfaces such as: food preparation, storage, and service areas, dishware, utensils, and cups used by customers
- Anytime a change in task occurs during food preparation when raw foods have been used

WHEN TO DISINFECT:

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

1. Table items, including decorative items and menus, between customers
2. Tables, chairs, booths, and highchairs between customers
3. Frequently touched surfaces, including doorknobs, light switches, chair backs etc. It is recommended to do disinfect every two hours.
4. Whenever a facility has been notified by the Gallatin City-County Health Department that there has been a COVID-19 positive case in the facility.
 - a. If a food employee has tested positive for COVID-19 and the back of house operations need to be disinfected, we request you consult with the Gallatin City-County Health Department on how to proceed safely.

Containers and wiping cloths used only for disinfecting should be clearly labeled and should never be used to hold different chemicals. Mixing different chemicals can create toxic and sometimes, deadly, combinations that may result in extreme harm.

HOW TO DISINFECT:

1. [Use an EPA registered](#) product at a disinfecting concentration 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. Allow to completely air dry or wipe with water, depending on label instructions
3. A bleach solution at a disinfecting concentration of 1/3 cup bleach per 1-gallon water will also work.

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TRAIN STAFF ON CLEANING, SANITIZING, AND DISINFECTING REQUIREMENTS:

Examples of how facilities can train employees on the requirements include:

- Hold in person training that will outline these changes,
- Provide printed copies of this plan to all staff members.
- Send digital copies of this plan to all staff member.

FACILITY NAME:

Person in Charge Signature
(when checklist is completed)

Date Completed

Specific questions related to COVID and Retail Food Handling may be sent to the COVID-19 Call Center weekdays from 8am-5pm, callcenter@readygallatin.com, 406-548-0123 where sanitarians and public health nursing staff are available to answer questions.

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FACILITY PLAN FOR SOCIAL DISTANCING & 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 establishment comply with the Directive.

The following is required of all establishments under the Governor's Reopening Directive. Please check each box below indicating your understanding of and willingness to comply with the requirement. **Failure to adhere to any of the requirements listed below may result in formal enforcement action.**

- Capacity will be limited to 50% of normal operating capacity to allow for adequate group spacing
- Tables will be limited to six people per table
- 6 feet of physical distancing between groups and or tables will be provided by (please select):
 - Increasing table spacing, removing tables, or marking tables as closed;
 - Providing for a physical barrier between tables; or
 - Back-to-back booth seating provides adequate separation.
- Self-service operations will not be provided, this includes:
 - Salad bars and buffets will not be operational
 - Self-service cups, straws and lids will be behind a counter and handed to customers
 - Self-service condiments will be eliminated.

Condiments will be provided in one of the following ways: (Please select)

- Single use, disposable containers for condiments (cups, sealed packets, etc.) that WILL NOT be re-offered.
- In reusable dishes that have been washed, rinsed, sanitized, and completely air dried.
- Facility will close and have all patrons out by 11:30pm.

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- Breweries and distilleries shall follow existing laws on closing time.
- Growlers and refillable or reusable containers must be cleaned and sanitized prior to being refilled.
- Drink refills are not allowed (i.e. a clean glass or cup must be used each time).
- Table items including, condiments, menus, napkins, and décor, should be removed from the table unless they can be adequately cleaned between customers.
- Menus must be cleaned and sanitized between customers. Below are menu options, please select which option(s) will be used:
 - A board or sign to display menu options that will not be touched by guests.
 - Print disposable menus that will be discarded after each use.
 - An app service or web site for people to view the menu on personal devices.
 - Disinfect menus in between patrons by doing the following:

Use an EPA registered product that has been shown to kill COVID-19. Follow manufacturer instructions for:

 - Concentration
 - Wet contact time required to be effective in virus destruction
 - Allow the menu to air dry before it is used again
 - Develop an alternative plan: (Please described below)

- Sitting or standing at bars or counters will not be allowed.
 - All bar and counter service will be served to guests at tables.
- Drinks and food will be served to customers at a table.
- Gaming machines that are operational must be separated by 7-foot center to center.
 - Machines must be placed out of service if adequate spacing cannot be assured.

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- Gaming machines will be adequately cleaned between customers.
- In-house dining for quick service restaurants will remain closed, if all guidelines cannot be met, including the cleaning of every table between customers.
- Waiting areas where 6 feet physical distancing cannot be maintained will be closed.
- Customers will be encouraged to call for a reservation.
- A cleaning plan will be implemented.
- Employees will be trained in COVID-19 employee health policy agreements and proper sanitation practices.
 - o Employees will be trained by of the following ways: (Select one)
 - Facility will hold in person training that will outline these changes.
 - Facility will provide printed copies of this plan to all staff members.
 - Facility will send digital copies of this plan to all staff member.
 - Facility will develop an alternative plan described below:

ATTESTATION

By my signature below, on behalf of the establishment identified on this plan, I commit to complying with the above plan. I acknowledge that failure to comply with the above listed requirements may result in closure by order of the Health Officer for an indeterminate time.

ESTABLISHMENT NAME: _____

Owner or Operator
(when checklist is completed)

Date Completed

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COVID-19 Training Log

Logging training is not required by the directive but is a good way to track that all employees understand COVID-19. COVID-19 related training may include:

1. A review of the establishment facility plan;
2. The employee health policy; and
3. The ServSafe Takeout and Delivery COVID-19 Precautions or an equivalent online training.
 - a. <https://event.on24.com/wcc/r/2233534/A98A8B947B30A6BD86CD597DD3255F4E/869294?partnerref=WebSS>

BUSINESS NAME: _____

PAGE _____ **of** _____

	Employee Name	Date Training Completed	Facility that Provided Training	Employee Signature
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ALL EMPLOYEES HAVE BEEN TRAINED IN ACCORDANCE WITH THE GOVERNOR’S DIRECTIVES ISSUES ON APRIL 22, 2020

Person in Charge Signature

Date Completed

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COVID-19 Training Log

BUSINESS NAME: _____

PAGE _____ **of** _____

	Employee Name	Date Training Completed	Facility that Provided Training	Employee Signature
1				
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Gallatin City-County Health Department

SELF MONITORING GUIDELINES FOR COVID-19

Please self-monitor for COVID-19 symptoms per your employer directive.

SELF-MONITORING MEANS ASSESSING YOURSELF FOR VIRAL SYMPTOMS. PEOPLE WITH THESE SYMPTOMS OR COMBINATIONS OF SYMPTOMS MAY HAVE COVID-19. SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS.

- Cough
- Shortness of breath

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

IF IN YOUR SELF-MONITORING YOU IDENTIFY THAT YOU HAVE A FEVER OR FEEL SYMPTOMS, OR IF YOU HAVE BEEN NOTIFIED THAT YOU ARE A KNOWN CONTACT OF AN INDIVIDUAL WHO TESTED POSITIVE FOR COVID-19, YOU MUST DO ALL OF THE FOLLOWING:

- If you're symptomatic, seek medical advice. If your provider determines your symptoms are consistent with COVID-19, they will recommend that you be tested.
- Immediately contact your supervisor and if you are at work, go home.
- If your symptoms are severe, please call your primary care doctor, report to the emergency department, or call 911.



FEELING SICK?

STAY AT HOME WHEN
YOU ARE SICK!

If you feel unwell or have the following symptoms, please leave the building and contact your health care provider.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS
OF BREATH**



Find more information at
healthygallatin.org/coronavirus-covid-19



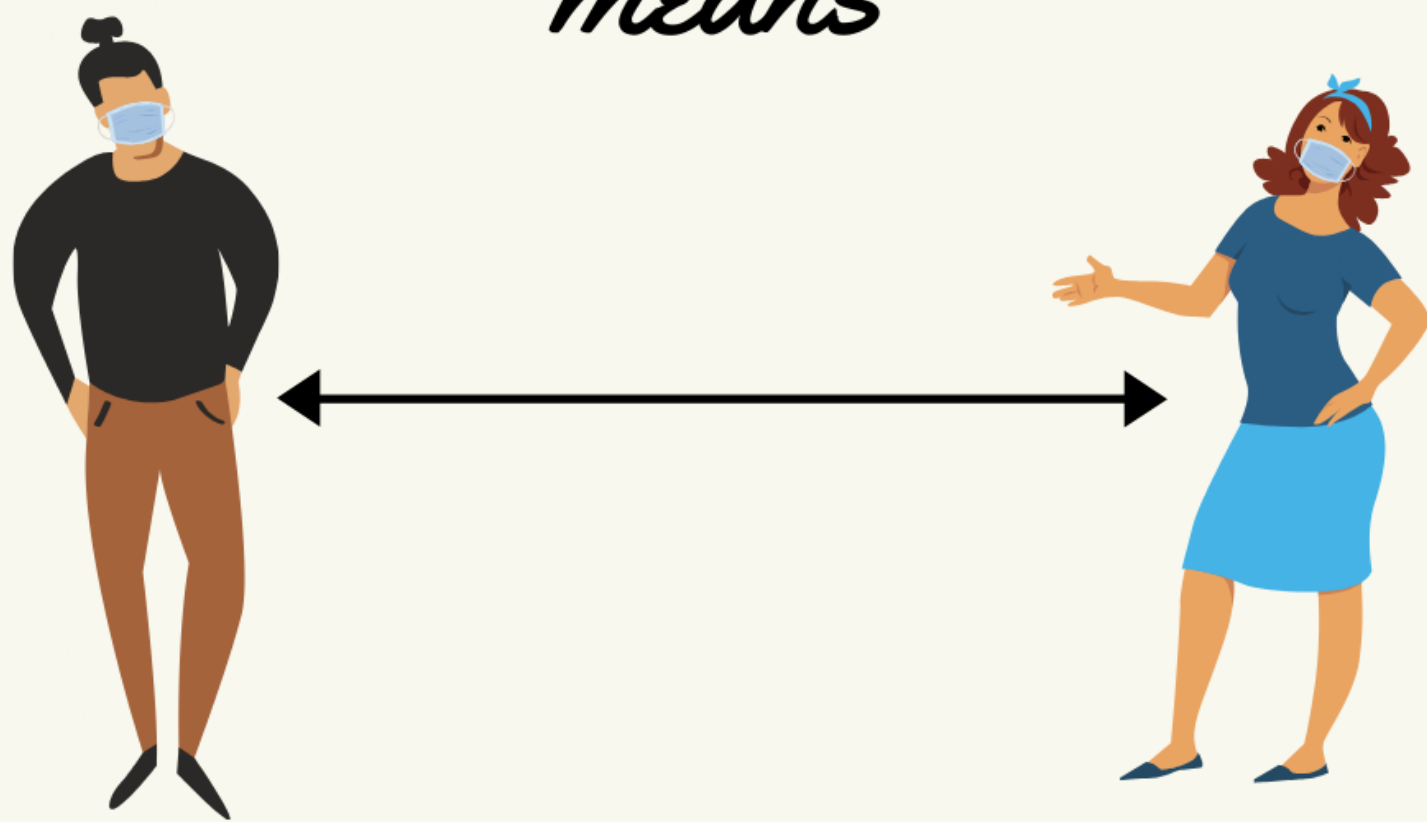
HEALTHY
GALLATIN

PHASE 1

REOPENING GUIDELINES

REOPENING MONTANA

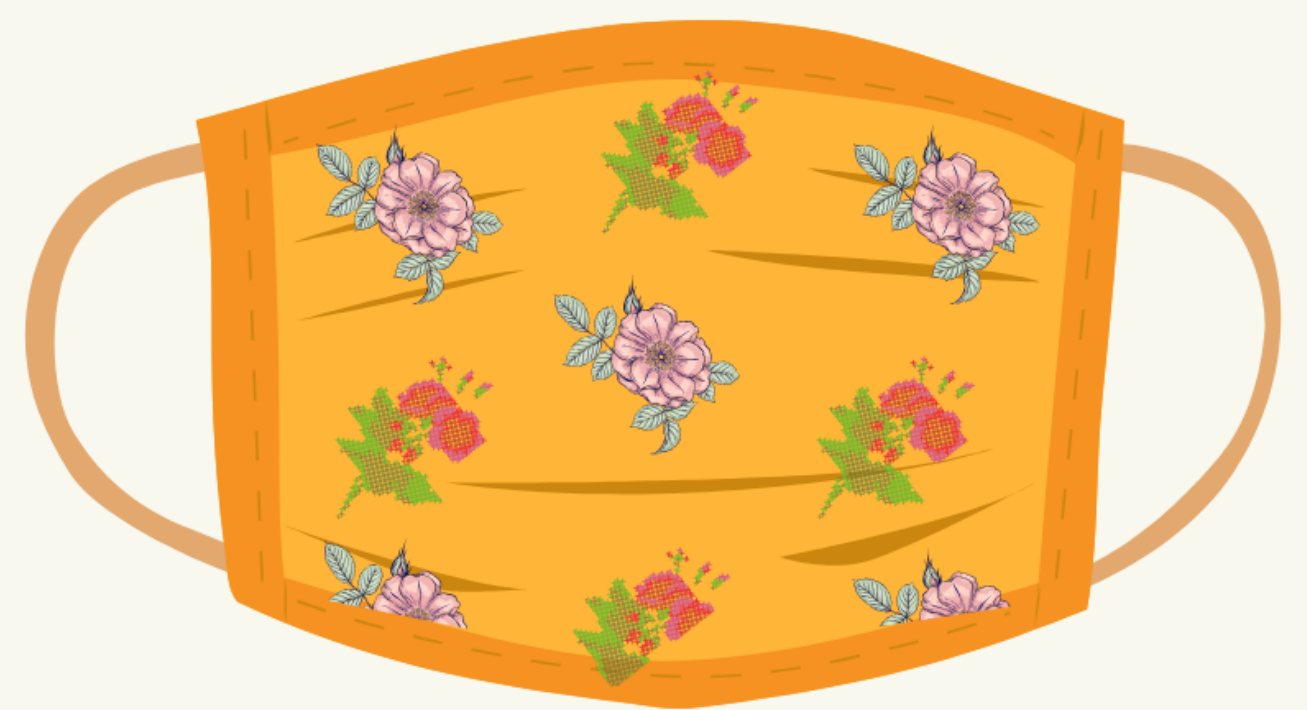
MEANS



**KEEP SOCIAL
DISTANCE OF 6 FT
WHILE IN PUBLIC**

REOPENING MONTANA

MEANS



**CONSIDER COVERING
YOUR FACE IN PUBLIC**

REOPENING MONTANA

MEANS



**STAY HOME IF YOU
FEEL SICK**

REOPENING MONTANA

MEANS



**WASH YOUR HANDS
AND AVOID
TOUCHING YOUR FACE**