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Guidance Plan for Re-Opening Retail Food Establishments During Covid-19 Pandemic:

Physical Facility:

1. Before reopening establishments **MUST** Always Clean, Disinfect and Sanitize:
This consists of cleaning all High-Touch Surfaces & Common use areas frequently such as door knobs, handles, cashier/counter surfaces, restrooms (Must provide a Daily Cleaning check list for restrooms), waiting areas, grocery cart handles, pens, making sure seating covers, table cloths, linen napkins, condiments such as ketchup bottles, salt and pepper shakers and reusable menus are properly cleaned, sanitized and changed after each customer. Please note that disposable paper menus and or placing menus under plastic is highly recommended.
2. Before reopening facilities Must provide a recent extermination report serviced by a New Jersey licensed Pest Control Operator and keep monthly report on site at all times.
3. Before reopening ensure that items such as utilities, equipment: electrical, lighting, gas services, proper ventilation, hood systems updated from fire prevention, garbage and refuse areas, toilet facilities are operational and in good working order.
4. Before reopening establishments must provide Hot and Cold running water with adequate pressure and must provide a temperature of 110 degrees or above for hot water throughout the facility.

Employee Health/Daily Screening

1. Employees Must have their temperature checked with a contactless thermometer at the beginning of their shift and report on a daily log. Anyone displaying a temperature of 100.4 °F or greater will not be allowed entry to the property and will be directed towards appropriate medical care. Employees must be instructed to stay home if sick.
2. Employees with symptoms of COVID-19 (fever, cough, or shortness of breath) be sent home;
3. Monitor employee absences and consult with the Health Department if cases develop or increase within the facility.
4. All employees Must:
 - All employees must wear face coverings, except where doing so would inhibit the individual's health, and require employees to wear gloves when in contact with customers and when handing prepared foods or serving food, utensils, and other items to customers;

- Wash Hands properly (for 20 seconds) and after any of the following activities: **using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering a room, going on break and before or after starting a shift.**
- Practice proper wear of single-use gloves:
- Employees must be reminded not to touch their faces
- Must have hand sanitizers available w/a minimum of 60% of alcohol when sink is not available
- Must always wear clean clothing
- Practice proper wear of single-use gloves:
 1. Wear food service gloves or use sanitary utensils when handling ready-to-eat foods.
 2. Always wash your hands before putting on gloves.
 3. Discard and change your gloves any time you need to wash your hands (**After touching your body, using the restroom, eating/drinking, handling dirty equipment/utensils, handling raw food, after any other activities that contaminate your gloves.**)
 4. **WASHING OR SANITIZING HANDS WITH GLOVES ON IS PROHIBITED!!!**
- 5. Limit Number of employees working to maintain 6 ft. of social distancing between staff in shared spaces (kitchen, break rooms, offices... etc.)
- 6. Personal Protective Equipment Must be available for staff at All Times (gloves, masks)

Food Safety/Food Handling

1. All Food **MUST** Be Immediately Discarded if the establishment has been closed for at least 2 weeks. (Food discarded due to spoilage, expired, damaged/tampered or pest activity)
2. Properly separate and store food and chemicals to prevent cross contamination.
3. Food must be properly labeled and stored (name of food product, use by date and organize food products).
4. All food items must be maintained at proper temperatures: All cold Potentially Hazardous foods must be maintained at 41° or below and all hot Potentially Hazardous Foods must always be maintained at 135°F or above.
5. Thermometers must be available, calibrated and accurate to check equipment as well as food temperatures to ensure food safety. (Must Provide a Thermometer Calibration Log; All hot and cold holding units must have thermometers available and easily visible)
6. Ware washer must be clean and properly functioning at the correct temperatures (single temperature machine at 165°F or reaches 180°F rinse high Temp.).
7. Sanitizing Test Strips **MUST** be available and Compatible with the sanitizing agent used.
8. All Food Handlers must take the Food Training Food Handler/Food Manager certification course, receive certificates and provide to the health dept.
9. Hand washing must be properly conducted in a timely manner for at least 20 seconds after (using the restroom, eating, blowing nose, coughing, sneezing, dealing with raw meats, upon entering the kitchen prep area) ... etc.

Food Contact and Non-Food Contact surfaces:

1. All Sanitizers and Disinfectants Must meet the EPA Standards (Environmental Protection Agency) to fight against Sars-CoV-2 per label instructions to clean and disinfect during hours of operation.
2. All cleaning supplies must always be available and properly stocked within the establishment.
3. Staff Must be properly trained on cleaning procedures to ensure a safe and correct application of disinfectants.
4. Must properly clean and sanitize Food equipment frequently. (**refrigeration/freezer units, stove, oven, grill, microwaves, ice bins and ice machines, cutting boards, counter tops, prep tables, ware washing equipment- handwash sinks, 3 compartment sinks, prep sinks, grocery cart handles... etc.**)
5. Must provide a check list for cleaning, sanitizing and disinfecting all utilities and food equipment daily.

Social Distancing for Employees/Customers- Take Out Plan

1. Proper social distancing between employees and customers at least 6 ft distance
 - Place markings on floors/sidewalks
 - Place signage on walls
 - Install partitions if possible, to control social distancing
2. Masks must be worn in order to enter establishment.
3. Hand sanitizer dispensers **WITH A MINIMUM OF 60% ALCOHOL** must be available based on supply at all entrances and contact areas such as reception areas, bars, restrooms, and meeting spaces, whenever possible. provide hand sanitizer with a minimum of 60% alcohol available to customers.
4. Minimize direct contact. (ex. Paying ahead of time) **“Optional Use”**
5. Must Provide pre-packaged utensils.

Future Dine-In/Outside Dining Plan

1. Plan Ahead-Make reservations.
2. Meet Social distancing guidelines (Space Tables a Minimum of 6 ft. from each other)
3. Limit table groups to no more than 8 people.
4. Use reserved signs on vacant tables to promote social distancing.
5. Tables, chairs or any seating must be cleaned and sanitized after each customer.
6. Digital Menu (Mobile Device) **“Optional”** to avoid direct contact if possible. Re-used menus are discouraged but if used must be cleaned and sanitized frequently. Please note that paper menus are highly recommended.
7. Provide take out containers for guests to wrap their own left-over food items.
8. Post signage at the entrance that states that no one with a fever (temperature of 100.4 degrees F or above) or symptoms of COVID-19 should enter the food or beverage establishment;
9. Demarcate 6 feet of spacing in patron waiting areas.

10. Provide physical guides, such as tape on floors, sidewalks, and signage on walls to ensure that customers remain at least 6 feet apart in line for the restroom or waiting for seating;
11. Eliminate self-service food or drink options such as buffets, salad bars, and self-service drink stations;
12. . Install physical barriers and partitions at cash registers, bars, host stands and other area where maintaining physical distance of 6 feet.
13. Ensure 6 feet of physical distancing between workers and customers, except at the moment of payment and/or when employees are servicing the table;
14. Require all food or beverage establishments to have an inclement weather policy that, if triggered, would require the food or beverage establishment to offer takeout or delivery service only.

Use of Parking Lots and Private Property for Outdoor Dining

1. Before opening a schematic diagram must be submitted to the Health Department outlining where tables will be placed along with spacing.
2. Proof of ownership or use authority must be provided to the Health Department before opening.
3. Proof of insurance must be provided to the Health Department that includes the outdoor property and parking lot.
4. A plan must be submitted to the Health Department as to how proper temperatures for potentially hazardous foods will be maintained along with how to minimize food contamination.
5. Please note that a tent or canopy may only be used on private property and may not be used on the sidewalk.

Sidewalk Cafes

1. A fully completed sidewalk café application must be submitted to the Health Department.
2. Please note that Municipal Sidewalk Café Licensing fees will be waived for the 2020 season only. Be advised that fees governing Alcoholic Beverage Control are not waived and as such you must comply.
3. Please see and comply with all of the guidelines.

Catering/Special Private Event Venues

GUIDELINES FOR VENUE TOURS:

1. All sales processes to start in a controlled environment.
2. All appointments are to be scheduled with new clients on an hourly basis.
3. No more than 6 people to attend an appointment.
4. Clients will be met in an open space, such as a ballroom or cocktail room instead of a confined office space.
5. All participants in sales meetings to practice appropriate physical distancing.