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Mid-Michigan District Health Department (MMDHD) is committed to being your food safety partner as we move into Phase 4 of MI Safe Start Plan. Our food inspection program will resume this month and we will begin to complete routine and follow up inspections, new opening and plan review activities in addition to temporary food inspections and STFU inspections. The format of the inspection will be different and you will receive a call prior to the inspection to review employee health procedures and employee screening for COVID19 symptoms. In an effort to reduce contact time, inspectors will mail or email food reports to the facility and will not require a signature on the report. Our staff will wear masks and will complete inspections when you have the least amount of staff in the facility.

As a reminder, our offices are open by appointment only and food licensing applications deadlines remain extended for 60 days past the end of the Executive Order.

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## In accordance with **Executive Order** **2020-97 and 2020-110,** **Food Service Operations are REQUIRED to:**

- **Develop a COVID-19 preparedness and response plan**

Each food facility's operation is unique; therefore, you must develop a COVID-19 preparedness and response plan that is tailored to your facility's particular circumstances. The plan must be consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (see available link below) within two weeks of resuming in-person activities, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy. Below are links that can be used to help develop your preparedness and response plan.

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

[CDC “Cleaning and Disinfection Guidelines”](#)

[Michigan Restaurant and Lodging Association “Roadmap to Reopening”](#)

- **Designate a site-specific supervisor to monitor and implement COVID-19 control strategies**

Supervisor must remain on-site at all times and hand-off duties to an on-site worker when necessary.

- **Provide COVID-19 training to employees**

The training should cover workplace infection control factors, proper use of PPE, steps that employees must take to notify the owner or management of any COVID-19 symptoms, and how to report unsafe working conditions.

- **Conduct daily entry screening protocols at dedicated entry point(s) to worksites**

Screen employee health/exposure using a questionnaire, and if possible, a temperature screening. Screen any visitors with similar protocols. The facility shall be immediately closed if an employee is showing multiple symptoms of the COVID-19 virus. The facility will be required to perform a deep clean of the facility that is consistent with guidance from the FDA and CDC. An ill employee is required to have a doctor’s written release to return to work. [Health screening documentation can be found in MMDHD Business Toolkit.](#)

- **Utilize Personal Protective Equipment (PPE) and adhere to safety requirements**

Require face shields or masks be worn when workers cannot consistently maintain six feet of separation from others. Establish PPE standards for distribution and discarding of soiled masks. Ensure PPE and safety supplies are stocked. Provide guidance for PPE usage and reasoning. Encourage or require use of work gloves, as appropriate, to prevent skin contact with contaminated surfaces.

- **Identify congested areas, and control access**

To ensure social distancing is maintained, limit common space use and operations in areas where workers would otherwise stand near one another. Stagger shifts to reduce congestion.

- **Physical barriers shall be installed where social distancing of 6 feet is difficult.**

Install sneeze guards or partitions at cash registers, bars, host stands, or other areas where employees and guests can not maintain constant social distancing.

- **Employers must maintain a record of the following requirements:**

- Training provided to employees relating to COVID-19

- Workplace infection control practices
- Proper use of PPE
- Steps employees take to notify the owner or management of any COVID-19 symptoms
- How to report unsafe working conditions
- Records of employee or contractor daily self screening questionnaire covering symptoms or potential exposure to COVID-19
- The local Health Department and employees must be notified within 24 hours if an employee contracts and tests positive for COVID-19

- **Develop protocols for cleaning and disinfection of the facility**

Increase the frequency of cleaning and disinfection to limit exposure of COVID-19. Increase cleaning frequency at high touch areas such as door handles, shared products, or equipment.

- **Create communication materials for customers**

- Customers must be informed of the changes to the facility and explain the precautions that are being applied
- Signs shall be posted at the entrance informing customers to not enter the facility if they have recently been sick
- Post signs that instruct customers to wear face masks until they are seated at their table
- Post a sign stating that the waiting area is closed and that customers should wait in their vehicle until the table is ready.

- **Requirements specific to Restaurants and Bar, see section 8 of the [Executive Order 2020-97](#).**

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## FAQ

### **Q - Are food employees required to wear masks while working?**

**A** - Yes, employees who cannot consistently maintain six feet of separation from other individuals should wear a protective face covering. Proper face coverings range from surgical masks or cloth masks. [Instructions on how to make, use and clean face coverings can be found in the MMDHD Toolkit.](#)

### **Q - When will I be allowed to have inside seating for customers?**

**A** - Beginning June 8, 2020 at 12:01am. However, restaurants and bars will be required to limit their capacity to 50% of normal seating.

**Q - Are seated customers required to be 6 feet apart?**

**A -** A 6 foot separation between parties or groups at different tables and bar tops is required.

**Q - Can we use all of our outdoor seating if customers and tables are properly spaced apart?**

**A -** Yes, outdoor seating is preferred as long as customers and tables are properly spaced apart to follow social distancing requirements.

**Q- Are we allowed to have self service food and drink options (For example buffets, salad bars and drink stations)?**

**A-** No, self service options must be closed and not utilized in the facility.

**Q - If an employee contracts COVID-19, when can they return to work? Are other employees required to self-quarantine too?**

**A -** The CDC guidelines state that individuals can leave at home isolation if at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)) AND at least 10 days have passed since symptoms first appeared OR the results of two (2) consecutive EPA approved COVID-19 tests (collected a minimum of twenty-four hours apart) are both negative. These CDC guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.

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## Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic - Food Safety Checklist

FDA is providing a food safety re-opening checklist for previously closed retail food establishments or those that have been open with limited service related to the COVID-19 pandemic. This checklist addresses key food safety practices for retail food establishments to consider when re-opening and restarting operations. This is not a comprehensive list. We encourage retail food establishments to partner with local regulatory/health authorities to discuss the specific requirements for their retail food establishment prior to re-opening.

### Facility Operations

- Are [signs](#) posted on how to stop the spread of COVID-19 and promote everyday protective measures?
- Are the premises in good order, including fully operational utilities and equipment? (e.g. electrical, lighting, gas services, and proper ventilation; hood systems for fire prevention; garbage and refuse areas; and toilet facilities)
- Are all areas of the food establishment, including restrooms and waiting areas, properly cleaned, stocked, sanitized, or disinfected, as appropriate?
- Are the facilities checked for pest infestation or harborage, and are all pest control measures functioning?
- Are ventilation systems including air ducts and vents in the facility clean, free of mold, and operating properly?
- Is there increased circulation of outdoor air (as much as possible) by, for example, opening windows and doors or using fans? (Do not open windows and doors if they pose a safety risk to children using the facility.)
- Are high touch self-service containers and items requiring frequent hand contact removed from use (e.g. seating covers, table cloths, throw rugs, condiments such as ketchup bottles and salt/pepper shakers, and reusable menus)?

### Water, Plumbing, and Ice

- Is potable water available throughout the facility?
- Are the water and sewage lines working?
- Is there hot and cold water?
- Are all water lines flushed, including equipment water lines and connections, according to the manufacturer's instructions?
- Are ice machines and ice bins cleaned and sanitized?

### Food Contact and Non-food Contact Surfaces (Clean, Disinfect, Sanitize)

- Are necessary sanitizers and disinfectants that meet [EPA's criteria](#) for use against SARS-CoV-2 available and used per label instructions to clean and disinfect the facility during hours of operation?
- Are food contact surfaces and counters cleaned and sanitized? (Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use.)
- Are common use areas such as restrooms being [cleaned and disinfected](#) more frequently?

Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic - Food Safety Checklist continued

<input type="checkbox"/>	Are high-touch areas and equipment <a href="#">cleaned and disinfected</a> (e.g. door knobs, display cases, equipment handles, check-out counters, order kiosks, and grocery cart handles)?
<input type="checkbox"/>	Are sufficient stocks of single-service and single-use articles (e.g. tableware, carryout utensils, bread wrappers, and plastic wrap) available? If not, ensure all reusable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Employees should wash their hands after removing their gloves and after directly handling used food service items.
<input type="checkbox"/>	Are staff properly trained on cleaning procedures to ensure safe and correct application of disinfectants?
<input type="checkbox"/>	Has a disinfection schedule or routine plan been developed? Ensure sufficient stocks of cleaning and disinfecting supplies to accommodate ongoing cleaning and disinfection.
<b>Food Temperature Control</b>	
<input type="checkbox"/>	Are all coolers, freezers, and hot and cold holding units functioning?
<input type="checkbox"/>	Are all coolers, freezers, and hot and cold holding units clean, sanitized, and protected from contamination?
<input type="checkbox"/>	Are calibrated thermometers available and accurate to check equipment and product temperatures to ensure food safety/HACCP plans are executed as designed?
<b>Product Inspection, Rotation</b>	
<input type="checkbox"/>	Has all food been examined for spoilage, damage, expiration, or evidence of tampering or pest activity? If needed, was such food appropriately discarded?
<input type="checkbox"/>	Is food properly labeled and organized, such that receiving date and rotation is evident?
<input type="checkbox"/>	Are all food, packaging, and chemicals properly stored and protected from cross contamination?
<input type="checkbox"/>	Has contact been made with suppliers in the supply chain to ensure deliveries are scheduled and able to be fulfilled?
<b>Warewashing Equipment</b>	
<input type="checkbox"/>	Is your 3-compartment sink clean and equipped with detergent and sanitizer?
<input type="checkbox"/>	Is your warewasher clean and functioning and equipped with detergent and sanitizer (single temperature machine, 165°F) or reaches 180°F rinse (high temperature)?
<input type="checkbox"/>	Do you have sanitizer test strips available and are the test strips appropriate for the sanitizer being used?
<b>Handwashing Stations</b>	
<input type="checkbox"/>	Have you trained and reminded employees of effective hand hygiene practices including washing hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing?
<input type="checkbox"/>	Are all the handwashing sinks accessible and fully stocked (e.g. soap, paper towels, hand wash sign, and trash bins)?

Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic - Food Safety Checklist *continued*

<input type="checkbox"/>	Are paper towels and trash cans available in the bathrooms so doors can be opened and closed without touching handles directly?
<input type="checkbox"/>	Are all the handwashing sinks functional and able to reach 100°F minimum?
<input type="checkbox"/>	Have you considered using hand sanitizers (minimum 60% alcohol), as appropriate, in multiple locations to encourage hand hygiene by both customers and employees to supplement hand washing?
<b>Employee Health /Screening</b>	
<input type="checkbox"/>	Do you have a protocol to check employee health and personal hygiene practices within your food establishment?
<input type="checkbox"/>	Are you following CDC <a href="#">guidance and practices</a> for employee health checks/screenings?
<input type="checkbox"/>	Have you checked <a href="#">CDC</a> and local regulatory/health authority guidance for employees returning back to work?
<input type="checkbox"/>	Is there a plan to monitor and respond to a higher than normal level of absenteeism?
<input type="checkbox"/>	Is there a plan or policy for, and an adequate supply of, personal protective equipment (PPE) and/or cloth face coverings? Cloth face coverings should only be used if PPE is not required, and changed as needed if worn.
<b>Social Distancing</b>	
<input type="checkbox"/>	Has the facility taken measures (e.g. tape on floors/sidewalks, partitions, and signage on walls) to minimize face-to-face contact that allows, to the extent possible, at least a 6-foot distance between workers, customers, and visitors?
<input type="checkbox"/>	Have you limited offering self-serve food or drink options, such as buffets, salad bars, and drink stations? As local regulatory/health authorities lift levels of restrictions, limit use with additional monitoring.
<input type="checkbox"/>	Have you restricted the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a 6-foot distance between people?



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As we transition to in-person dining, there has already been several questions regarding seating capacity, particularly outdoor seating. Executive Order 2020-110, Section 8(a) states; *“Limit capacity to 50% of normal seating.”* This statement does not make any distinction between indoor or outdoor seating. Reducing the seating, along with all of the other requirements under the order, is intended to reduce the level of risk for your patrons and employees.

Some facilities are choosing to increase their outdoor seating, which can have some unintended consequences. Creating additional seating has a direct impact on restroom use, the need for increased cleaning and disinfection of chairs, tables, restrooms, and other frequently touched surfaces. Additionally, facilities utilizing on-site wastewater systems may exceed design capacities, which could result in premature failures, shutdowns, expensive repairs and loss of business.

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**As a reminder restaurants are required to:**

- Limit capacity to 50%
- Keep groups at least six feet from one another
- Require servers to wear face coverings
- Follow rigorous disinfection protocols
- Provide COVID-19 training to workers that covers, at a minimum, workplace infection-control practices
- Provide employees with the proper use of PPE
- Provide steps workers must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- Provide information on how to report unsafe working conditions

**\*\*Full list of requirements available in the [Executive Order](#)\*\***

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## COVID-19 Precautions Training Videos

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### Handouts available for download and printing:

[Michigan Association of Public Health \(MALPH\) Prevention and Response Guidance for Cleaning and Disinfecting](#)  
[Understanding COVID-19 Precautions](#)  
[Self-Isolation](#)  
[When is it safe to leave home?](#)  
[COVID-19 testing process](#)  
[Face covering frequently asked questions](#)  
[How to wear a face covering](#)  
[Face covering required sign](#)  
[Germs are all around you](#)  
[Feeling sick?](#)  
[How to protect yourself and others](#)  
[Stop the spread of germs](#)  
[Wash your hands poster](#)  
[Employee Rights](#)  
[Workplace safety guidelines](#)  
[Workplace screening](#)

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### Additional references can be found here:

Food Safety and the Coronavirus Disease 2019 (COVID-19) Questions & Answers for Industry:  
<https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>

Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic:  
<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19>

What Grocery and Food Retail Workers Need to Know about COVID-19:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html>

CDC COVID-19 Resources for Businesses and Employers:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

List of EPA-registered disinfectants:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

FDA Food Code:

<https://www.fda.gov/food/fda-food-code/food-code-2017>

Date Labels on Packaged Food:

<https://www.fda.gov/consumers/consumer-updates/confused-date-labels-packaged-foods>

<https://www.fda.gov/media/125114/download>

Safe Food Handling:

Four Key Steps to Food Safety: Always - Clean, Separate, Cook and Chill

<https://www.fda.gov/food/buy-store-serve-safe-food/safe-food-handling>

Employee Health:

CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who Have Had Exposure to a Person with Suspected or Confirmed COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

CDC Interim Guidance for Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

FDA Use of Respirators, Face masks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease (COVID-19) Pandemic:

<https://www.fda.gov/food/food-safety-during-emergencies/use-respirators-facemasks-and-cloth-face-coverings-food-and-agriculture-sector-during-coronavirus>

FDA's Employee Health and Personal Hygiene Handbook:

<https://www.fda.gov/food/retail-food-industryregulatory-assistance-training/retail-food-protection-employee-health-and-personal-hygiene-handbook>

OSHA Guidance on Preparing Workplace for COVID-19:

<https://www.osha.gov/Publications/OSHA3990.pdf>

Michigan Restaurant and Lodging Association Re-Opening Guidance:

<https://www.mrla.org/open.html>

[https://www.mrla.org/uploads/1/2/1/3/121332115/20statewidereopenaddendumfinal\\_1.pdf](https://www.mrla.org/uploads/1/2/1/3/121332115/20statewidereopenaddendumfinal_1.pdf)

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