OpenSafely

Stay Safe Against the Coronavirus

MAINTAIN PHYSICAL DISTANCE
Even if you feel well, stay at home as much as possible. In public, keep at least 6-feet distance from others. Avoid unnecessary appointments.

PRACTICE GOOD HYGIENE
Wear a face mask or covering in public. Cover your cough and sneezes. Avoid touching your eyes, nose and mouth.

PROTECT LOUISIANANS AT RISK
Take special caution to avoid exposing the elderly and people with underlying health conditions. Stay home when sick.

Phase 3 - Restaurants, Cafes and Coffee Shops, Bars, Nightclubs, and Micro-Breweries

START DATE: March 3, 2021

UPDATED March 9, 2021

The Office of State Fire Marshal is providing you with this update in conjunction with the Office of the Governor, the Louisiana Department of Health and the Louisiana Office of Alcohol and Tobacco Control to keep you up to date with additional information and/or changes as it becomes available during our battle with COVID-19. These notifications are issued automatically and immediately to those who sign up through "OpenSafely" (https://opensafely.la.gov/).

Every attempt is being made to highlight critical changes that have occurred since the previously published notification for your convenience. However, please read through this entire document in context as these

changes do not stand on their own and all of the additional general information and clarifications made may not be highlighted.

Preface:

This phasing plan applies to those non-essential businesses that have been affected during the COVID-19 stay-at-home order. Essential (critical) infrastructure businesses are not further restricted by these new guidelines and may continue to operate under the current guidelines that are applicable to the specific business. Refer to: https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure_fact-sheet.pdf for specific information regarding critical infrastructure businesses.

COVID-19 is a highly contagious and deadly disease. The fundamental concept of this phased opening plan is to slowly open businesses at reduced occupant capacities that will allow for social distancing and circulation to keep employees and patrons safe. Everyone's cooperation is critical to the success towards defeating this disease and revitalizing our economy.

The virus spreads primarily through person-to-person contact, from droplets that are formed by coughing, sneezing or other projections, or by touching infected surfaces and then touching one's eyes, nose or mouth. Individuals can carry the virus and be contagious for up to 14 days prior to having any symptoms. The guidelines outlined below for social distancing, face coverings and sanitation are proven methods of mitigating these modes of transmission. **THE MOST IMPORTANT FACT** to remember is that COVID-19 is still prevalent across the state. We must all continue to do our part to help slow the spread, protect the most vulnerable and continue to remain vigilant until a cure or vaccine is widely available to provide general immunity.

Every individual in Louisiana shall wear a face covering over the nose and mouth when inside a commercial establishment or other building or space open to the public, whether indoor or outdoor (except while consuming food or drinks).

Below are a few additional public health recommendations to help businesses comply:

- See the Face Covering Guidance section below for a link to instruction on the proper use of face coverings.
- See the Referenced Documents section below for LDH's downloadable "thank you for wearing a mask" poster options 1 and 2 for business storefronts;
- Move to reservation systems to discourage congregating in groups while waiting for service;
- Adopt sick leave policies that reduce the disincentive for employees to try to come to work sick; and
- Allow employees in high-risk groups or who directly live with/care for a high-risk individual to work in areas without direct public contact

Guidance:

Restaurants, cafes, coffee shops, bars, nightclubs, and microbreweries must adhere to moderate mitigation standards and social distancing measures to prevent the spread of COVID-19. Six feet of separation from other individuals not within the same household is recommended. Measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced. **Individuals 65 years or older, people of all ages with poor control of medical issues like high blood**

pressure, heart disease, obesity, or a weakened immune system are at a higher risk for getting very sick or dying from COVID-19 and should strictly adhere to all CDC guidelines, and are encouraged to stay at home as much as possible. The specific requirements and guidelines for this service industry during this phase are listed below. These requirements and guidelines supplement and do not replace any directives or guidance provided by other state agencies, boards and commissions, or other authorities having jurisdiction. Where conflicts occur, the stricter of the requirements will apply.

Limitations:

INDOOR LIVE ENTERTAINMENT, WHICH INCLUDES BUT IS NOT LIMITED TO SINGING AND WIND BLOWN INSTRUMENTS, MAY BE ALLOWED UNDER THE FOLLOWING CONDITIONS, AND THE ADDITIONAL CONDITIONS LISTED UNDER OCCUPANCY CAPACITY AND BUILDING SAFETY RULES BELOW:

- String and percussion instruments with social distancing between band members and audience is permitted.
- This limitation does not apply to disc jockeys or music played via speaker system.
- Performers should not have tested positive for COVID-19 or experienced COVID-like symptoms in the last 10 days, or have had close contact with a COVID-19 case in the past 14 days.
- Conductors and musicians that are not singing or playing wind instruments are required to wear a face covering at all times.
- Live music events are permitted only by performers who are contracted or hired by the business. Singing or performances by patrons (karaoke or open mic) is not permitted.
- The HVAC system(s) must provide a minimum of 6 air changes per hour (ACH) within the space occupied by the audience and performers. Documentation shall be available to identify the CFM's for the air handling unit(s) serving the space and the cubic footage of the space served.
    - "CFM" (Cubic Feet per Minute) is calculated as follows:
        - Formula: "CF" x 6 / 60 = minimum required total CFM's
        - "CF" (Cubic Feet of the space) is the room length x width x ceiling height.
        - The "CFM" is on the data plate of the HVAC blower unit, or manual. All units in the space should be added to get the total CFM.
            - Example:
            - For a room that's 80' wide, 100' long, with 20' ceiling height the "CF" would be 160,000.
            - 6 air exchanges per hour x 160,000 = 960,000
            - 960,000 / 60 = 16,000
            - A minimum of 16,000 total CFM's of all HVAC blower units added together will be needed.
- Provide **at least one** of the following ***additional*** mitigation measures ***if singing and/or wind instruments are included in performance***:

    - Direct air flow towards the performers/stage and away from the attendees at a minimum rate of 2,000 CFM.
        - A fan that meets the standard listed above is acceptable.
    - An independent HVAC system, dedicated exclusively for the performance area, that provides a minimum of 6 air changes per hour (ACH).
    - Use of a physical barrier, like Plexiglas, in front of sources of high-velocity aerosols including singers and musicians playing wind instruments.
        - The further the barrier is placed from the source, the larger it shall be.
    - Require singers to wear well-fitted masks, which allow for proper vowel formation while keeping the mouth and nose covered, throughout the entire performance. Require wind instrument performers to wear masks with slits at the mouth to fit mouthpieces for playing their instruments only.
        - Face shields should not be used in place of a face mask. Face shields are eye protection and should be worn in combination with a face mask.
- Wind instrument bell covers should be used in all settings (Ideally, bell covers should be made of non-stretchy material that has a Minimum Efficiency Reporting Value (MERV) of 13).

- A minimum 20 feet of separation shall be provided between the performers and attendees.

    - Use of a physical barrier, like Plexiglas, in front of sources of high-velocity aerosols including singers and musicians playing wind instruments would allow this distance to reduce to 10 feet
    - The performance area should not be above attendees (e.g. indoor balconies)

- Distancing of 6X6 feet is suggested for all performers; 9X6 feet for wind instrument players.
    - Mark spaces on the floor where performers and stands will be placed.
    - Pre-set chairs and stands when possible.

- At all other times when not playing, the performers should wear a well-fitted mask that covers nose and mouth.

- Performers must not share music stands, sheet music, instruments or microphones.

- The performance area and materials such as stands and microphones should be sanitized after each performance.

- Training and proper PPE must be provided to those who are responsible for cleaning.

- Water bottles must not be shared. Performers shall bring their own water bottles.

- Signage must be posted indicating that singing and instrumental music produced by wind instruments are thought to be higher risk activities for COVID-19 spread. Older adults and people with certain medical conditions are at increased risk to become severely ill from COVID-

19. It is especially important for people at increased risk of severe illness from COVID-19, and those who live with them, to protect themselves from getting COVID-19.

BUFFETS SHALL NOT ALLOW FOR SELF SERVICE. Employees may serve customers from a buffet with the following limitations:

- One employee shall be assigned to no more than 5 food items.
- One employee shall be provided for every 25 customers served.

BAR GAMES. Bar games, including but not limited to pool, darts, shuffleboard, and cornhole are allowed ***only if the following limitations are in place and in practice:***

- All players are to remain seated when not actively playing. Seating should be socially distanced and in line with the seating arrangement options below.
- A face covering shall be worn by all players actively taking their turn.
- Players actively taking their turn shall not be in possession of food or beverage and no beverage service shall be provided to anyone actively playing.
- Placement of all playing equipment, including but not limited to tables, boards, targets, and arcade machines shall allow for social distancing.
- Playing surfaces shall be sanitized between each game where the players involved change.
    - See "Steps for Cleaning of Areas and Other Items" for sanitation requirements from the Louisiana Department of Health.
- Shared items such as pool sticks, pool balls, pool cue, darts and bean bags shall be thoroughly cleaned and disinfected between each customer use.
    - See "Steps for Cleaning of Areas and Other Items" for sanitation requirements from the Louisiana Department of Health.

Occupant Capacity and Building Safety Rules:

The maximum building capacity during this **Phase 3** period is limited to:

- Restaurants, cafes, and coffee shops are limited to 75% of the normal established capacity, OR 50% WHEN HOSTING LIVE INDOOR MUSIC (see also below).
    - Bar areas and bar counters at restaurants shall be used for seating/serving purposes only and shall not allow for social gatherings. Service may include food or drink.
    - Alcohol sales are not permitted after 11 p.m.
- Bars, microbreweries, and micro distilleries may allow for on-site consumption of food or drinks as follows:
    - Any bar shall be allowed to provide for takeout through drive-thru or curbside delivery.

- Any indoor or outdoor bar service is allowed for a 25% capacity or a maximum of 250 seated patrons, whichever is less.
- Increased indoor or outdoor bar capacity may be allowed based upon 5% or less positivity within the parish that the bar is located for two consecutive weeks as determined and published by the Louisiana Department of Health (LDH). Maximum capacity shall be 50% or a maximum of 250 seated patrons, whichever is less, until such time the positivity increases above 5%.
- All patrons indoors or out must be seated at tables spaced in accordance with these guidelines (see below). No standing room capacity shall be permitted.
- Customers must be 21 or older to enter.
- Table service shall be provided, walk-up service to the bar shall not be allowed.
- Bars shall open no earlier than 8:00am and shall be closed by 11:00pm.
- **Refer to: Louisiana Coronavirus COVID-19 | Department of Health | State of Louisiana for current information published by LDH.**
- **Refer to: https://atc.louisiana.gov/ for details and updated notices from ATC regarding operating guidance and information on additional permitting.**

Achieving the percentage listed above may be limited by the seating arrangement requirements as outlined below. Please note that capacity restrictions should be applied down to the individual room, not just overall facilities.

- Do not exceed the maximum building capacity as listed above which may be determined as follows:
  - One person per 30 square feet of net floor area.

Regardless if a business' designated Phase 3 allowed capacity is greater, when hosting live indoor music with singing and wind instruments, a business shall adhere to a maximum building capacity of 50% of the normal established capacity, not to exceed 250 people, and is limited by the social distancing requirements as outlined below:

- Do not exceed the maximum building capacity of 50%:
  - One person per every 2 seats provided; or
  - 50% of the posted capacity by order of State Fire Marshal not to exceed 250 people.
  - EXCEPTION: venues with fixed seating/permanent seating environments that guarantee a minimum of six feet of spacing among individuals/household groups, including but not limited to theaters, may stay at their designated Phase 3 allowed capacity when hosting live indoor music.

- **All attendees shall be seated and remain seated throughout performances**. Seating shall be assigned so that a minimum of 6 feet of distance between individuals and small groups is maintained. This guideline shall be ***strictly*** managed.

- Group seating shall not exceed 10 people and should be limited to persons who are members of the same household.

- All attendees shall wear face coverings at all times when not ***actively*** consuming food and/or beverage. This guideline shall be ***strictly*** managed.

- Reduce employee area capacity to allow for 6-foot distancing between employees.

- Do not allow physical contact between employees and customers.

- Do not permit interior waiting areas. Waiting may be provided outside of the facility while following social distancing guidelines or persons shall wait in cars.

- Eliminate gatherings in the building while entering, exiting, purchasing tickets, or moving about.

Seating Arrangement Options:

- **Option 1, Active Monitoring.** Tables may be arranged to allow for 6 feet between persons or may be arranged 6 feet apart, measured from table edge to table edge, with back-to-back seating with the following additional measures being taken:
    - Management should allow for non-contact temperature checks of patrons (subject to the availability of thermometers);

      AND
    - Signage shall be provided to notify patrons to not enter if they have any symptoms of COVID-19 (See signage example at the bottom of this document).

- **Option 2, Partitioning Tables.** Minimum 6-foot high partitions, screens, or fire-retardant or flame-resistant curtains may be placed between tables or seating arrangements.
  NOTE: curtains or similar loosely hanging furnishings will require daily cleaning.

- **Option 3, Strict Social Distancing.** Tables shall be arranged such that a minimum of 6 feet of distance between persons seated at other tables is maintained, and more specifically:
    - Tables shall be placed a minimum of 6 feet apart, measured from the table edges, where movement or seating between tables is not necessary;
    - Where movement between tables is necessary, or where one person is seated between tables, the tables shall be spaced a minimum of 8 feet apart from the table edges;
    - Where persons are seated at each table back-to-back, the tables shall be spaced a minimum of 10 feet apart from the edges.

- Booth seating units can be fully utilized if separated by partitions with a height that exceeds the height of an average seated patron's head. If not, they are subject to spacing as provided above.

- Face coverings must be worn by all customers and employees, except while consuming food and drinks.

- No more than 15 persons shall be seated at a single table and such parties should be members of the same household.

- Table service is allowed.

- Interior waiting areas shall remain closed. Waiting may be provided outside of the facility while following social distancing guidelines or persons shall wait in cars. Reservations are strongly encouraged.

- Avoid gatherings in the building while entering, exiting, or moving about.

- Kitchen and employee area capacity shall be reduced to allow for 6-foot distancing between employees.

- Outdoor live entertainment, including singing or blown instruments, must allow for 6-foot distancing and 2-foot aisle between entertainment and audience.

- Dancing in open congregate areas (such as dance floors), indoors or outdoors, is not authorized in this phase.

- Customers are required to be seated at tables and not congregating in open areas of the establishment.

Restaurant Outdoor Dining Areas – self-serve or table service and outdoor live entertainment is allowed with no dancing or standing in open congregate areas. Refer to OSFM Interpretive Memorandum 2020-23 for outdoor dining limitations and guidance which will remain effective throughout **Revised Phase 3**. See: http://lasfm.org/doc/interpmemos/im_2020-23_Revised.pdf .

Checklist for Management:

- ☑ Actively enforce the capacity, masking and social distancing requirements and manage the customers' movements.

- ☑ Ensure the exterior waiting areas are not blocked.

- ☑ Maintain social distancing requirements explained in this document.

- ☑ EPA recommends that building owners and managers take proactive steps to protect public health by minimizing water stagnation during closures and taking action to address building water quality prior to reopening: https://www.epa.gov/coronavirus/information-maintaining-or-restoring-water-quality-buildings-low-or-no-use

Checklist for All Staff:

- ☑ Check for fever or respiratory symptoms daily.

- ☑ Keep at least 6 feet from other employees and customers.

- ☑ Wear face coverings.

- ☑ Wash your hands often.

- ☑ Wash hands or use hand sanitizer between each customer interaction.

- ☑ Clean and sanitize tables and counters, as well as surfaces that customers touch often, like doorknobs, handles, plates, light switches, countertops, refrigerator and freeze door handles, etc. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces, as well as high-touch surfaces, followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. Follow the CDC guidance for proper cleaning and disinfecting. https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

- ☑ Clean and disinfect the restrooms regularly.

- ☑ Handwashing is the most important hand hygiene that can be done to stop the spread of COVID-19. Gloves are recommended when handling money, but not recommended for other tasks that do not normally require gloves. If gloves are worn:
    - Hands should be washed before putting gloves on and after removing gloves.
    - Gloves should be changed often, changed between tasks, changed when they are obviously soiled, and changed after each interaction with a new individual.

- ☒ Do not touch the customers.

Face Covering Guidance:

Refer to Louisiana Department of Health guidance here:
http://ldh.la.gov/assets/oph/Coronavirus/resources/CDC-DIY-cloth-face-covering-instructions.pdf

Steps for Cleaning of Areas and Other Items:

1. First, clean the area or item with soap and water or another detergent if it is dirty.

2. Then, use disinfectant.

    - If possible, use EPA-registered household disinfectant.

    - Follow the instructions on the label to ensure safe and effective use of the product.

      Many products recommend:
        - Keeping surface wet for a period of time (see product label).
        - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

      Diluted household bleach solutions may also be used if appropriate for the surface.
        - Check the label to see if your bleach is intended for disinfection and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.

- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart of water.

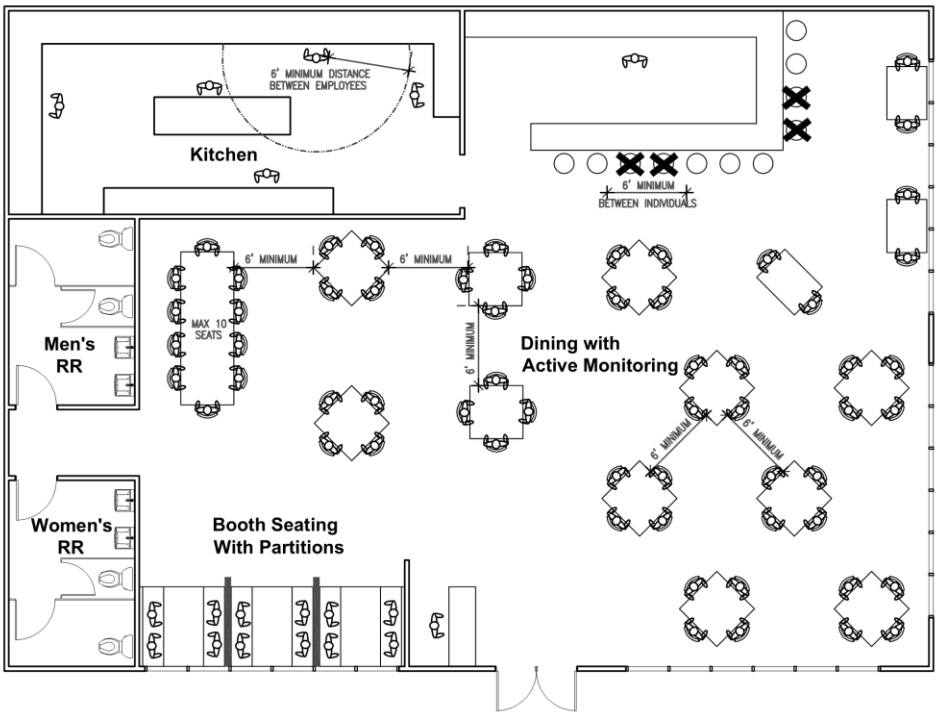
Alcohol solutions with at least 70% alcohol may also be used.

The CDC offers this additional guidance for cleaning: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

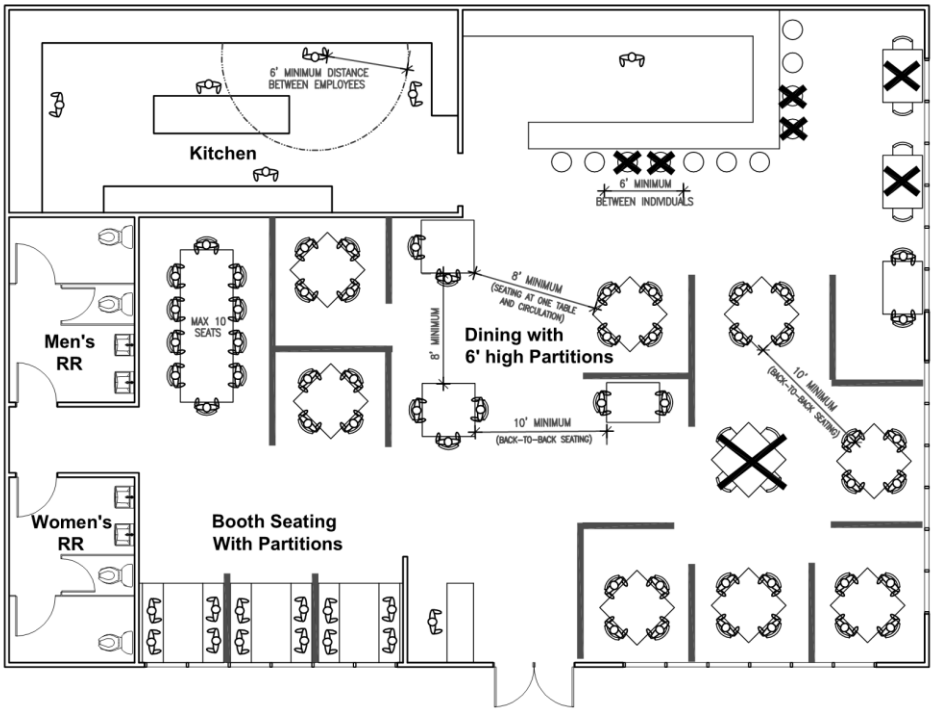
Sample Seating Layouts:

Normal maximum capacity = 200 → Phase 3 maximum capacity = 150 (75%) for restaurants and 50/100 (25%/50%) for bars.

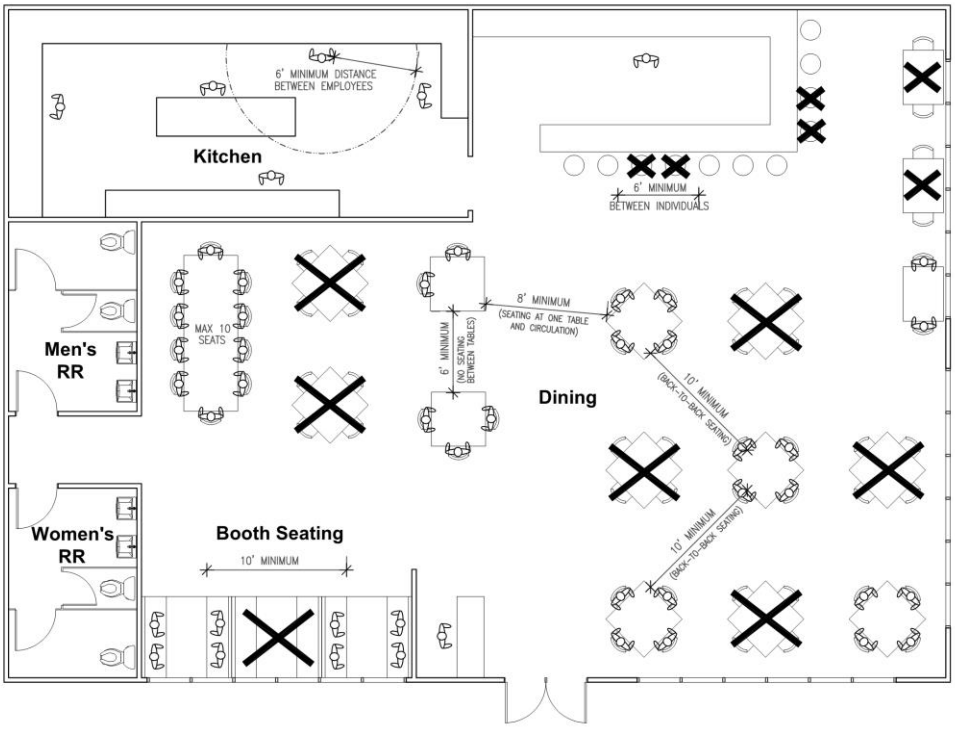
Option 1, with Active Monitoring:



Option 2, with Partitioning of Tables:



Option 3, with Strict Social Distancing:



<u>Reference Documents:</u>

- ❑ Essential (Critical Infrastructure) Services remain operational with guidelines in place. See: https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure_fact-sheet.pdf
- ❑ Restaurant outdoor dining areas self-serve or table service allowed and outdoor live entertainment with no congregate dancing nor standing - begins May 1, 2020. Refer to OSFM Interpretive Memorandum 2020-23 for outdoor dining limitations and guidance which will remain effective throughout **Phase 3**. See: http://lasfm.org/doc/interpmemos/im_2020-23_Revised.pdf
- ❑ Face mask sign option 1: http://ldh.la.gov/assets/oph/Coronavirus/resources/Face-Mask-Sign-Option-1.pdf
- ❑ Face mask sign option 2: http://ldh.la.gov/assets/oph/Coronavirus/resources/Face-Mask-Sign-Option-2.pdf

Signage Samples:

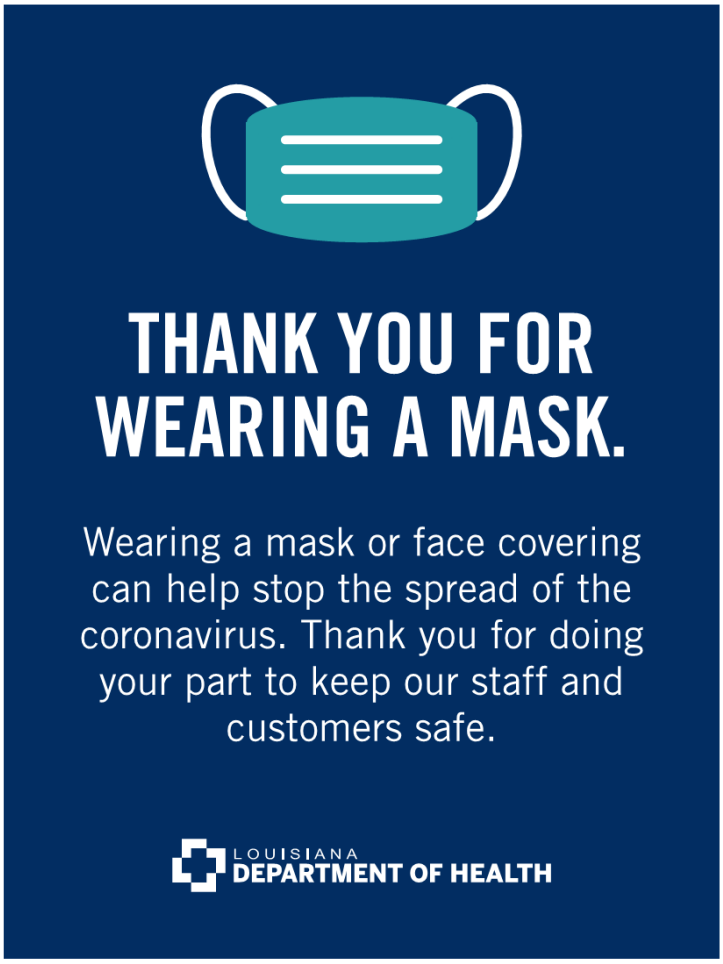
COVID-19 DAILY SELF CHECKLIST

Review this COVID-19 Daily Self Checklist before entering this establishment.

HAVE YOU EXPERIENCED ANY OF THE FOLLOWING SYMPTOMS?

- ☑ Fever (temperature over 100.4°F) without having taken any fever reducing medications
- ☑ Loss of smell or taste
- ☑ Shortness of breath or difficulty breathing
- ☑ Fatigue
- ☑ Muscle or body aches
- ☑ Headache
- ☑ Sore throat
- ☑ Congestion or runny nose
- ☑ Nausea/vomiting, diarrhea, loss of appetite
- ☑ Asked to self-isolate or quarantine by a medical professional or by a local public health official

SYMPTOMS MAY APPEAR **2-14 DAYS AFTER EXPOSURE TO THE VIRUS.**

If you answered yes to any of the above symptoms in the checklist, please do not enter this establishment and seek medical advice immediately.

For more information, please visit: *http://ldh.la.gov/coronaviurs* or *http://cdc.gov*.