

Jefferson County Five-Star Application and Business Implementation & Compliance Plan: **Restaurants**

***Please note that these requirements apply to dine-in service. Curbside or drive-through service may continue to operate as normal**

Business Name	Email Address	
Street Address	City	Zip

Please check the box of the jurisdiction in which your business is located:

- | | |
|--|--|
| <input type="checkbox"/> Unincorporated Jefferson County / Other
<input type="checkbox"/> Arvada
<input type="checkbox"/> Unincorporated Conifer
<input type="checkbox"/> Edgewater
<input type="checkbox"/> Unincorporated Evergreen
<input type="checkbox"/> Golden | <input type="checkbox"/> Lakewood
<input type="checkbox"/> Littleton
<input type="checkbox"/> Morrison
<input type="checkbox"/> Westminster
<input type="checkbox"/> Wheat Ridge |
|--|--|

By checking the “yes” box after each statement and submitting this application, I acknowledge that I will comply with each of the following:

1. **Masks are mandatory and enforced.** Customers and staff shall wear masks that cover their nose and mouth. Customers may only remove their masks while eating and drinking indoors. Masks must be worn while talking to servers/hosts, waiting to order food or waiting for food, or talking to others at the table while not actively eating.

Yes No

2. **Table and household distancing.** If Jefferson County is operating with Level Red metrics, tables are spaced 10 feet apart and only people from the same household may sit at the same table. If Jefferson County is operating with metrics in Levels Green through Orange, tables are spaced six feet apart and groups are limited to 10 people. When not at their table, such as when going to the restroom, people from different households must remain six feet apart.

Yes No

3. **Regular sanitation and cleaning of high touch surfaces.** Surfaces are regularly cleaned and sanitized in compliance with the [CDPHE Cleaning Guidance](#).
- Yes No
4. **Daily employee symptom and exposure checks.** Employees will be screened daily for symptoms and exposure to COVID-19. CDPHE's [Symptom Support Tool](#) and [Employee Screening Forms](#) are utilized. Jefferson County Public Health strongly recommends that screening logs are maintained for at least 30 days.
- Yes No
5. **Symptom screening and contact tracing.** All customers will be screened for symptoms prior to entry. All customers will provide their contact information including their name, phone number, email address, the date and time they were at the restaurant, and the table they occupied to support contact tracing. I will maintain this information for 30 days after collection.
- Yes No
6. **Social distancing.** I will either require reservations or I have a plan to ensure that non-household members will remain at least six feet apart from one another. The plan also includes provisions on how to prevent people from congregating while waiting.
- Yes No
7. **Ventilation.** My ventilation complies with [OSHA Guidance](#) and I have improved my ventilation by improving the HVAC system, using HEPA filters, or opening windows or doors during business hours to maximize airflow.
- Yes No
8. **Exposure notification app.** I will promote the State's [COVID-19 Exposure Notification App](#).
- Yes No
9. **At-risk populations.** I am making extra efforts to create special hours or accommodations for at risk populations.
- Yes No
10. **Outbreak plans.** I have plans that are specific to my business for detecting outbreaks, reporting them, and responding to them. My plans comply with the requirements in the [CDPHE Outbreak Guidance](#).
- Yes No
11. **Outbreaks.** Per [CDPHE Outbreak Guidance](#), if two or more cases are confirmed within 14 days among employees, the workplace/facility could be ordered to temporarily close. Managers must report the suspected outbreak to Jefferson County Public Health. Businesses could be reported to the state as an outbreak and that information could be publicly shared. I understand my business could be ordered to close for a period of time if I have two employee cases in 14 days and I will report my cases to the health department.
- Yes No

12. **Complaints.** I will have information on how customers may file a compliance complaint publicly displayed in my restaurant.

Yes No

13. **Drive-through.** This establishment provides drive-through food service.

Yes No

14. **Restaurant Guidance.** Per CDPHE Public Health Order 20-36, establishments that serve food for on-premises consumption or from a licensed retail food establishment may operate under Restaurant Guidance. This may include traditional restaurants, breweries, wineries, bars, and other similar establishments that offer food for on-premises consumption and which have been operating under Restaurant Guidance found in [Appendix H of Public Health Order 20-36](#). This establishment is operating under Restaurant Guidance.

Yes No

Jefferson County Restaurant Business Plan

1. Please provide a brief description of your facility's seating area. Will you be using both indoor and outdoor seating options? Will you be using a [temporary structure](#) to provide additional indoor dining space?

2. Counties in Level Red or that have Level Red metrics require tables to be spaced ten feet apart and for only members of the same household to be seated together. Counties that are in Levels Green through Orange of the Covid-19 Dial require tables to be spaced six feet apart and for parties to be limited to 10 people. Jefferson County's level on the Covid-19 Dial can be found [here](#). Describe how you will meet this requirement based on Jefferson County's current Dial level.

3. Masks are mandatory and enforced. Businesses must have mask wearing protocols for staff and customers. Businesses must have methods for enforcement of mask wearing & accommodating those who are exempt from the mask requirements, such as curbside service. Describe how you will meet this requirement by answering the following questions: How you will enforce the mask requirements for both employees and patrons. What will you do if an employee or a patron is not in compliance – including once a patron has been seated? How are the mask requirements communicated? Do you provide masks to your employees or to patrons that do not have one? What will you do if someone claims to have a medical or other exemption from the mask requirements? Please note that simply letting them enter the facility without a mask is not a reasonable accommodation under the Americans with Disabilities Act.

4. Social Distancing Requirements must be adhered to. Signs, decals, and staff all must be used to ensure that people from different households remain at least six feet apart from one another. Describe how you will meet this requirement.
- a. Will you require reservations?
- Yes No
- b. If no, please describe how you will keep non-household members properly distanced and how you will prevent people from congregating while they wait for a table.

5. Businesses must have plans for regular sanitation and cleaning of high-touch surfaces. These plans must at a minimum comply with the [CDPHE Cleaning Guidance](#). Describe how you will meet this requirement. Please include how often you will clean these surfaces, the cleaning products you are using including the EPA registration number on the container, whether you have a cleaning log, and other relevant information. Please describe the process for disinfecting high-touch surfaces. This should include how long the disinfectant stays on the surfaces and should include reading and following the directions on the product label. If you need help determining if a cleaning product is approved for COVID use, please use the [EPA product look-up tool](#).

6. Businesses must have daily employee symptom and exposure checks. Businesses are encouraged to use the [CDPHE Symptom Support Tool](#) and the [Employee Screening Form](#). Describe how you will meet this requirement. Please include details such as whether you use temperature checks or screening questions, whether you perform the screening on-site or ask your employees to self-screen at home, and how you keep track of employees that were sent home. If you have a screening template, please upload it as an additional document. Jefferson County Public Health strongly recommends that the screening logs be retained for at least 30 days.

7. Businesses must implement protocols to minimize disease transmission. Such protocols include requiring employees to wear gloves when disinfecting equipment or surfaces or when interacting with customers and encouraging frequent breaks for employees to wash their hands. Describe how you will meet this requirement. Please include a detailed description of all strategies used to minimize disease transmission including: how often employees wash their hands, whether gloves are required and if so how often they are to be changed, whether glass or plastic barriers have been installed at high-interaction points like hostess stands or pay counters, whether touchless payment is provided as an option, whether you use disposable or single-use items like menus and condiments, how often you wipe down shared objects like menus, or any other relevant details.

8. Businesses must screen customers for symptoms of COVID-19. How will you do this for customers and what will you do if a customer does not pass the symptom screening?

9. Businesses must record customer names and their contact information to support contact tracing efforts. What tool will you use to collect contact information? At a minimum, it is required to collect the customer's first name, last name, phone, email address, the date and time they were in your facility, and the table they occupied. This information should be stored for a minimum of 30 days after collection. Describe how you will meet this requirement. Please keep in mind that contact tracing information must be collected from all customers, not just one person in the party. You do not need to collect email addresses and phone numbers from children, however you should still collect names.

10. Businesses must have a plan to detect outbreaks, reporting those outbreaks, and how they will respond to outbreaks. The plan must conform to the following [guidance](#). Please either put your plan into the textbox below or upload it as a separate document. Please note that an outbreak plan is distinct from a plan that addresses when one employee shows symptoms or tests positive for the virus.

11. Businesses must have sufficient quality ventilation – what is the ventilation in your facility and how does it meet the [state-required guidelines](#)? Examples include upgrading filters, continuous operation of HVAC systems, limit recirculation of air, and maximize outdoor air supply through open doors and windows when possible.

12. Businesses are required to promote the State’s [Exposure Notification App](#). Describe how you will meet this requirement.

13. Businesses must have publicly-displayed instructions for a customer to lodge compliance complaints. Describe how you will meet this requirement.

14. Businesses are encouraged to make strong efforts to provide special hours or accommodations for at-risk populations. Describe how you will meet this requirement. Special hours are not required. They are one method of providing accommodations to at-risk customers. If you plan to seat at-risk patrons in a separate area, please describe the additional measures you will take to provide for their safety such as tables that are distanced more than 6 feet apart, fewer people overall in the space, required handwashing or glove changes prior to interacting with this population, etc. Please note that asking these customers to take advantage of curbside service is a reasonable accommodation.