Dear Business Owner-

On behalf of the Berwyn Public Health District, I extend my sincere thanks to you during these difficult times. I appreciate the cooperation and concern that has been shown to our community by our business leaders. While the time has come to “loosen” the restrictions, I ask for your continued cooperation and support in our combined efforts to keep our community and our residents safe. It may sound cliché’ but we are truly “All in this together.” **Phase #4 can officially begin on Friday, June 26th.**

Seated area capacity of restaurants and bars should be determined by arranging seating to provide a minimum of six feet between tables or other designated patron service areas. Standing area capacity of restaurants or bars may operate at maximum of 25% of standing area capacity.

As you move forward in Phase # 4, please do so thoughtfully. There are many unknowns regarding Covid-19. There are also statistics that will show that Covid-19 is very real. Consider the risks as well as the reward in your actions. Take care of your staff. Monitor their health. If they don’t feel well, do not place additional pressures on them to come to work. Consider scheduling your staff in “teams” that work together so you can safely continue operations if a team member presents with symptoms or tests positive.

We have compiled suggestions for Best Practices as reduced indoor dining resumes and patrons are welcomed back into your establishments. **Indoor seating is permitted at a reduced capacity during this phase of Governor Pritzker’s Reopen Illinois Plan. Steps will need to be made to ensure the safety of your staff and your patrons.** Please continue to be diligent and safe.

Additional information for **Restaurants and Bars** from the Illinois Department of Public Health at the following link:


A checklist is available at:

In closing, please be safe in your actions. As always, reach out if I can be of further assistance. Please know that the Berwyn Public Health District is here to assist. We are here to help keep our residents safe as well as you and your employees. Please feel free to contact us if you have questions or concerns during this process.

Sincerely,

Elizabeth A. Pechous

Elizabeth A. Pechous
Berwyn Township Supervisor
President, Berwyn Board of Health
epechous@berwyn township.org
### RESTAURANT INSPECTION DURING COVID - 19 - PHASE 4

**Location/Store Name:**

**INDOOR:**

**OUTDOOR:**

**BOTH:**

**CARRYOUT/Delivery:**

**DATE:**

**TIME:**

**REPORT COMPLETED BY:**

<table>
<thead>
<tr>
<th>REGULATIONS BEING ADHERED TO</th>
<th>Signs posted: face covering, social distancing</th>
<th>Sign posted: Health Screening Requirements posted</th>
<th>Alcohol based hand-sanitizer is readily available for both customers and employees.</th>
<th>REQUIRED, Customers arrive wearing masks?</th>
<th>Minimum 6-feet allowance between customers</th>
<th>Customers are quickly seated upon arrival</th>
<th>Customers are not congregating in waiting area to be seated</th>
<th>[Standing areas] Maximum occupancy of 25% of standing area capacity</th>
<th>No more than ten (10) guests per table.</th>
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<th>REGULATIONS BEING ADHERED TO</th>
<th>If tables/booths cannot be moved, only use every other table/booth</th>
<th>Booth Seating: Barriers of 6 feet in height are in place</th>
<th>Barriers are placed strategically to protect staff and patrons</th>
<th>If practical, allow one-way traffic flow in/out of restaurant</th>
<th>If practical, allow one-way traffic flow to/from restroom</th>
<th>Limit use of self service food or drink options such as buffets, salad bars and drink stations with additional monitoring</th>
<th>If establishment is providing live entertainment, precautionary measures are in place to ensure social distancing</th>
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<tr>
<th>REGULATIONS BEING ADHERED TO</th>
<th>REQUIRED, Are employees wearing masks?</th>
<th>Items are delivered to table on a tray to minimize hand contact with food.</th>
<th>Workstations are staggered, enabling employees to maintain a six feet of social distancing.</th>
<th>Glass is restricted from use outdoors. Eliminate refilling patron beverages and use a new glass cleaned using proper dishwashing procedures or a new disposable cup</th>
<th>Employees should maintain social distance to the extent possible while performing services</th>
<th>Is there a plan or policy for an adequate supply of Personal Protective Equipment and or cloth face coverings</th>
<th>Use technological solutions where possible to reduce Person to Person Interaction.</th>
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**OTHER NOTES:**

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We are relying on the restaurants to cooperate with the rules set forth in this supplemental order during this state of emergency.

For further guidance, contact: Berwyn Public Health District • 6600 W 26th Street, Berwyn IL 60402

Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above,
RESTAURANT INSPECTION DURING COVID - 19 - PHASE 4

Location/Store Name: _______________________________  INDOOR: _____  OUTDOOR: _____  BOTH: _____

CARRYOUT/DELIVERY: _____

DATE: ________  TIME: ________  REPORT COMPLETED BY: ____________________________

ASK (Manager/Owner/Staff)

<table>
<thead>
<tr>
<th>REGULATIONS BEING ADHERED TO</th>
<th>Reservations/Call Ahead seating is being utilized</th>
<th>Customers &amp; Delivery Drivers are screened upon arrival for COVID-19 before entering establishment</th>
<th>Employer has log of all external suppliers who enter premises</th>
<th>Create and implement cleaning/sanitizing schedule (including food contact surfaces)</th>
<th>Disinfect Customer Contact Surfaces (e.g. Bathrooms, handrails, etc.)</th>
<th>Disinfect tables and chairs after each customer use and at close</th>
<th>Disinfect all front-of-house surfaces every hour, at a minimum (doors, phones, pens, screens, etc.)</th>
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<th>REGULATIONS BEING ADHERED TO</th>
<th>Sanitation of multi-use items (e.g., menus, pens, check presenters, etc.) done completed after each use</th>
<th>Fountain surfaces must be cleaned and sanitized every hour</th>
<th>Trash receptacles are emptied regularly</th>
<th>Employees are screened before and mid-shift for COVID-19 symptoms</th>
<th>Employers should make temperature checks available for employees and encourage their use</th>
<th>Train &amp; remind employees of effective hand hygiene practices (washing hands with soap and water for at least 20 seconds every 30 minutes)</th>
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OTHER NOTES: ____________________________________________________________

We are relying on the restaurants to cooperate with the rules set forth in this supplemental order during this state of emergency.

For further Guidance contact: Berwyn Public Health District • 6600 W 26th Street, Berwyn IL 60402

Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above,
RESTAURANTS AND BARS INDOOR DINING GUIDELINES

1. Wear face coverings and maintain social distance of at least 6-ft.

2. Employees must wash hands for 20 seconds, at least every 30 minutes.

3. Disinfect tables and chairs between parties and at closing time.

4. Restaurant capacity determined by arranging seating at a minimum of 6 ft. between tables or service areas.

5. Bar capacity determined by arranging seated parties at a minimum of 6 ft. apart; no more than 25% of standing area capacity.

6. 10-person party limit.
GENERAL HEALTH
1. Wear face coverings over nose and mouth
2. Maintain social distance of at least 6-ft, arranging seating as necessary
3. Bar and restaurant employees should wash hands for 20 seconds every 30 minutes, upon arrival to work, prior to and during food preparation, when switching between tasks, before donning gloves, after using the restroom, after handling soiled dishes, when visibly soiled, after sneezing/coughing/touching face, after eating or drinking, after smoking/vaping, after using cell phone
4. Wear gloves when preparing food per pre-COVID food handling protocols

HR AND TRAVEL POLICIES
1. Employees shall not report to, or be allowed to remain at, work if sick or symptomatic

HEALTH MONITORING
1. Employers should make temperature checks available and post information about COVID-19 symptoms to allow employees to self-assess whether they have any symptoms and should consider going home
2. Have a wellness screening program for conducting in-person screening upon arrival as well as a mid-shift screening for employee shifts greater than 5 hours
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed
5. Any employee who has had close contact with a person who is diagnosed with COVID-19 should quarantine for 14 days
6. Have an adequate supply of personal protective equipment (PPE) and/or cloth face coverings for staff, as well as a policy and training for staff to wear their masks

PHYSICAL WORKSPACE
1. Display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. Configure space for at least 6-ft, of distance between tables/ customer service areas / break areas
3. To the extent possible, eliminate refilling patron beverages and use a new glass cleaned using proper dishwashing procedures or a new disposable cup; employers using disposable cups may refill beverages only if employee wears appropriate face covering and gloves and uses pitcher to refill. Self-service beverage fountains are permissible with additional precautions.
4. Eliminate table presets (e.g., table tents, menus, salt and pepper shakers, lemons, straws, shared condiments, etc.) and service of shared snacks at bar
5. Use single packet condiments, disposable silverware, disposable or touchless menus

6. Display visual markers 6-ft. apart at customer queue points
7. Buffets should adhere to additional minimum guidelines:
   • Self-serve food areas should have hand sanitizer stations at both ends of the self serve station and signage to encourage use
   • If not configured to allow self-service, designated staff should serve onto patron’s plate wearing appropriate face covering and gloves, while maintaining 6-ft social distancing
   • Separate buffet stations should maintain 6-ft distancing
   • Immeasurable barriers should be put in place between servers and patrons; patron and servers should not exchange or pass the same plate multiple times
   • Queue points should be established 6-ft apart with markers
   • Queue should be limited to patrons in respective party
   • Serving utensils should be changed hourly
8. Eliminate seating at bars within restaurant to the extent possible

DISINFECTING/CLEANING PROCEDURES
1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on weekly basis
2. Frequently clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings); frequently; every hour for high-traffic
3. Sanitization of multi-use items (e.g., menus, if reused, special cards, pens, check presenters, etc.) after each use
4. Disinfect tables and chairs between parties and at closing time
5. Discard single-use or paper articles (e.g., paper menus) after each use

STAFFING AND ATTENDANCE
1. Seating capacity determined by arranging seating with a minimum of six feet between tables or other designated patron service areas
2. Maximum occupancy for standing areas to be 25% of capacity
3. Limit occupancy of common areas to allow for social distancing
4. Live music is permitted in alignment with Theater and Performing Arts guidelines

EXTERNAL INTERACTIONS
1. Before allowing anyone to enter, except third-party visitors providing carry-out services only, ask whether the individual is currently exhibiting COVID-19 symptoms
2. Keep log of all external suppliers who enter premises

CUSTOMER BEHAVIORS
1. Patrons should handle their leftover food to be taken to go
2. Seating areas capacity determined by arranging seating 6-ft apart; no more than 25% of standing area capacity
3. 10-person party limit
4. Reservation or call ahead model
5. Customers should wait for services off premises
6. Customers should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table
NO ENTRY WITHOUT MASK

PHASE 4: REVITALIZATION

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State
KEEP YOUR DISTANCE

6 FT.

PHASE 4: REVITALIZATION

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State
EXHIBITING SYMPTOMS? 
DO NOT ENTER.
BE A HERO
WEAR A MASK

PHASE 4: REVITALIZATION

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State
WE HAVE A PLAN.
This business practices IDPH approved safety guidelines

GUIDELINES

PHASE 4: REVITALIZATION

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State
OCCUPANCY

i. Minimum guidelines

1. [Seated areas] Area capacity should be determined by arranging seating to provide a minimum of 6 ft. between tables or other designated patron service areas.

2. [Standing areas] Maximum occupancy of 25% of standing area capacity.

3. 10-person party limit.

4. Configure space to allow for at least 6-ft. of distance between tables or other designated patron service areas; if tables/booths cannot be moved, employers should only use every other table/booth to allow for separation between patrons of unrelated parties.
   i. Bar seating should be spaced 6-ft apart to maintain social distancing between patrons of unrelated parties.
   ii. [Booths only] Employers may use consecutive booths to serve patrons of unrelated parties only if employer installs an impermeable barrier with a height of 6-ft or greater from the floor between booths. Use of barriers should not impede entry/exit or impose a fire risk. Use of plexiglass is a best practice.

5. To the extent possible, patrons should wait for services off premises, either outdoors and maintaining social distance of 6-ft with use of recommended face coverings or in their vehicles. Patrons can wait in waiting area, but should adhere to 6-ft distancing guidelines.

6. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged; additional guidelines for performers can be found in the Theaters and Performing Arts guidelines.

7. Before allowing external supplier or non-patron visitor (excluding third-party visitors providing carry-out services only) to enter, or while requiring them to wait in a designated area, employer should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms.
   i. If practical, employer should take external supplier or non-patron visitor temperature using thermometer (infrared/thermal cameras preferred, touchless thermometers permitted).

8. Keep log of all external suppliers who enter premises.

9. Suppliers and other non-patron visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face-covering).

i. Encouraged best practices

1. If practical, alter hours of operation to adequately spread out patron traffic and allow for additional cleaning time.

2. Stagger shift start and end times to minimize congregation of employees during changeovers.

3. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure.

4. Limit contact between external suppliers and employees.

5. Restrict suppliers from entering premises and if practical, have deliveries dropped at door.

6. Before allowing entrance, employers should ask whether patron is currently exhibiting COVID-19 symptoms.
   i. If practical, employer should take patron temperature using thermometer (infrared/thermal cameras preferred, touchless thermometers permitted).
SOCIAL DISTANCING/ PHYSICAL WORKSPACE

i. Minimum guidelines
1. Employer should display signage at entry and throughout workspace with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limits, in multiple languages as needed.
2. Employees should social distance from patrons while not performing services.
3. Employees should maintain social distance to the extent possible while performing services.
4. Limit the occupancy of common areas and break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements.
5. Implement a reservation or call ahead model especially for busy periods, if practical.
6. Buffets and self-service food stations (e.g., hot and cold bars, bulk items, baked goods) should adhere to additional minimum guidelines:
   i. Patrons may self-serve food if hand sanitizer stations are located at both ends of the buffet or self-service station and signage is posted to require hand sanitizing before each visit to a station.
   ii. If areas are not configured for self-service, designated staff (e.g., buffet attendant) should serve onto patron's plate wearing appropriate face covering and gloves, while maintaining 6-ft social distancing with patrons and other employees.
   iii. Separate buffet stations should maintain 6-ft distancing and allow for social distancing between patrons throughout establishment.
   iv. Impermeable barriers should be put in place between servers and patrons; patron and servers should not exchange or pass the same plate multiple times.
   v. Queue points should be established 6-ft apart with markers to encourage social distancing.
   vi. Queue should be limited to patrons in respective party to the extent possible.
   vii. Utensils used for serving should be changed hourly.
7. Eliminate any table presets (e.g., table tents, menus, ketchup bottles, salt and pepper shakers, lemons, straws, shared condiments, etc.).
8. Eliminate the use of beverage napkins or coasters.
9. Eliminate the service of shared snacks at the bar.
10. Remove shared items (e.g., magazines) from waiting areas and configure any seating to be 6-ft apart to allow for social distancing.
   i. Any surfaces in waiting area (e.g., seats) touched by patrons should be disinfected after use.
11. Use single packet condiments, if possible, OR serve condiments in containers such as a washable bowl or paper cup – that can be sanitized or disposed of after use (no shared condiments permitted)
12. Use disposable silverware, if possible, OR use rolled silverware or silverware placed in sleeves (employees should utilize gloves while rolling/placing in sleeves).
13. Use disposable or touchless menus, if practical, or use menus that can be sanitized between each use.
   i. If practical, Qr Digital menu or app-based ordering should be used.
14. To the extent possible, eliminate refilling patron beverages and use a new glass cleaned using proper dishwashing procedures or a new disposable cup.
   i. Employers using disposable cups may refill beverages only if employee wears appropriate face covering and gloves and uses pitcher to refill beverage. Per standard restaurant guidance, pitchers should never touch the rim of the cup.
   ii. Self-service beverage fountains are permissible with the following precautions:
      • Customers may not reuse cups and should refill beverages with new disposable cups.
      • Customers must not touch the fountain spigot and should minimize contact with dispensing surfaces.
      • Fountain surfaces must be cleaned and sanitized every hour.
EMPLOYEE HEALTH/SCREENING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.

2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website:
   - Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms.
   - If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted).

3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

4. If employee reports having any COVID-19 related symptoms, employer should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms or test positive for COVID-19, employer should notify their local health department within one day of being informed of the prevalence of COVID-19 symptoms or positive test results.

5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines.

6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name.

7. Any employee who has had close contact\(^2\) with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop.

8. Have an adequate supply of personal protective equipment (PPE) and/or cloth face coverings for staff, as well as a policy and training for staff to wear their masks.
   - Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR’s guidance.

ii. Encouraged best practices

1. Consider nominating a staff person to become a COVID-19 safety team leader. Their responsibilities can include staff training and monitoring, as well as assisting patrons with their questions or issues.

2. Monitor and have a plan to respond to a higher than normal level of absenteeism.

3. Ensure dishwashers have access to both face and eye protection to protect eyes, nose, and mouth from contamination splash.

\(^2\) Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.
HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website.

2. Employees should follow CDC travel guidance to protect themselves and others during business travel.

3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations.

4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic.

5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns.

ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure.
CHECKLIST FOR WELLNESS SCREENINGS
HOW TO KEEP YOUR CUSTOMERS & EMPLOYEES SAFE IN PHASE 4

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN
The Re-vitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes gatherings of up to 60 people, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our noses to maintain progress in overcoming COVID-19.

Best practices for conducting workplace wellness screenings for employees.
Consider the following best practices when conducting any screening of employees as required per workplace guidelines.

WELLNESS SCREENING BEST PRACTICES
☐ Conduct in-person health screenings safely and respectfully
☐ Use social distancing, impermeable barriers, or PPE to protect the screener
☐ Organize and complete health screenings in a way that helps maintain social distancing guidelines (e.g., multiple screening on-site locations, at different entries of buildings)
☐ If conducting temperature screenings, considering using an infrared/thermal camera or a touchless thermometer
☐ Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks
☐ Ensure screenings are conducted as private as possible to prevent stigma and discrimination in the workplace
  • Avoid making determinations of risk based on non-health-related factors (e.g., race, country of origin)
  • Be sure to maintain confidentiality of each employee’s medical status and history

WELLNESS SCREENING QUESTIONS
Employers may ask employees to respond “Yes” or “No” to each question below OR show a list of symptoms to employees and ask them to answer whether or not they are experiencing any of them.
☐ Have you felt feverish?
☐ Do you have a cough?
☐ Do you have a sore throat?
☐ Have you been experiencing difficulty breathing or a shortness of breath?

☐ Do you have head or muscle aches?

☐ Have you noticed a new loss of taste or loss of smell?

☐ Have you been experiencing chills?

☐ Have you been experiencing any other symptoms?\(^1\)

☐ Is anyone in your household displaying any symptoms of COVID-19?

☐ To the best of your knowledge, have you or anyone in your household come into close contact\(^2\) with anyone who has tested positive for COVID-19?

\(^1\) Other symptoms: consider also runny nose, diarrhea, nausea, and vomiting, or abdominal pain. For reported headaches: consider if new or unusual onset, not related to caffeine, dietary reasons (hunger), or history of migraines, cluster, or tension headaches, or headaches typical for the individual

\(^2\) Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact.

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**POST-SCREENING PRACTICES**

If an employee indicates having or experiencing any of the COVID-19 related symptoms above:

☐ Immediately separate employee from other employees, customers, visitors, and guests and send employee home (as per CDC guidelines)

☐ Ensure employee remains isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart

☐ Encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms or test positive for COVID-19, notify your local health department within one day of being informed of the prevalence of COVID-19 symptoms or positive test results

☐ Increase cleaning and disinfecting procedures in your facility according to CDC guidelines

☐ Have a procedure in place for the safe transport of sick employees if an employee were to become sick or experience any symptoms while at work

☐ Encourage sick employees or employees with any symptoms to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations and follow CDC-recommended steps

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If you have questions or need additional support: Please call our hotline at 1-800-252-2923 or e-mail us at ceo.support@illinois.gov
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?
Are high-touch areas and equipment cleaned and disinfected (e.g. door knobs, display cases, equipment handles, check-out counters, order kiosks, and grocery cart handles)?

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.

Are staff properly trained on cleaning procedures to ensure safe and correct application of disinfectants?

Has a disinfection schedule or routine plan been developed? Ensure sufficient stocks of cleaning and disinfecting supplies to accommodate ongoing cleaning and disinfection.

**Food Temperature Control**

Are all coolers, freezers, and hot and cold holding units functioning?

Are all coolers, freezers, and hot and cold holding units clean, sanitized, and protected from contamination?

Are calibrated thermometers available and accurate to check equipment and product temperatures to ensure food safety/HACCP plans are executed as designed?

**Product Inspection, Rotation**

Has all food been examined for spoilage, damage, expiration, or evidence of tampering or pest activity? If needed, was such food appropriately discarded?

Is food properly labeled and organized, such that receiving date and rotation is evident?

Are all food, packaging, and chemicals properly stored and protected from cross contamination?

Has contact been made with suppliers in the supply chain to ensure deliveries are scheduled and able to be fulfilled?

**Warewashing Equipment**

Is your 3-compartment sink clean and equipped with detergent and sanitizer?

Is your warewasher clean and functioning and equipped with detergent and sanitizer (single temperature machine, 165°F) or reaches 180°F rinse (high temperature)?

Do you have sanitizer test strips available and are the test strips appropriate for the sanitizer being used?

**Handwashing Stations**

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?

Are all the handwashing sinks accessible and fully stocked (e.g. soap, paper towels, hand wash sign, and trash bins)?
List of EPA-registered Disinfectants:
- https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

FDA Food Code:

Date Labels on Packaged Foods:
- https://www.fda.gov/consumers/consumer-updates/confused-date-labels-packaged-foods
- https://www.fda.gov/media/125114/download

Safe Food Handling:
- 4 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 May Have Had Exposure to a Person with Suspected or Confirmed COVID-19
- CDC Interim Guidance for Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings
- CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
- FDA Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease (COVID-19) Pandemic
- FDA’s Employee Health and Personal Hygiene Handbook
- OSHA Guidance on Preparing Workplaces for COVID-19
Are paper towels and trash cans available in the bathrooms so doors can be opened and closed without touching handles directly?

Are all the handwashing sinks functional and able to reach 100°F minimum?

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?

**Employee Health / Screening**

Do you have a protocol to check employee health and personal hygiene practices within your food establishment?

Are you following CDC guidance and practices for employee health checks/screenings?

Have you checked CDC and local regulatory/health authority guidance for employees returning back to work?

Is there a plan to monitor and respond to a higher than normal level of absenteeism?

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.

**Social Distancing**

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?

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.

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?

Additional references can be found here:

**Food Safety and the Coronavirus Disease 2019 (COVID-19) Questions & Answers for Industry:**


**Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic:**


**What Grocery and Food Retail Workers Need to Know about COVID-19:**


**CDC COVID-19 Resources for Businesses and Employers:**